



**Franklin City Council Agenda
October 23, 2023
Council Chambers
207 West Second Avenue
Franklin, Virginia 23851**

**7:00 P.M.
Regular Meeting**

**CALL TO ORDER. MAYOR ROBERT L. CUTCHINS
PLEASE TURN OFF CELL PHONES. MAYOR ROBERT L. CUTCHINS
PLEDGE OF ALLEGIANCE
CITIZEN'S TIME
AMENDMENTS TO AGENDA**

1. CONSENT AGENDA:

- A. Approval of September 25, 2023 and October 16, 2023 minutes
- B. Recognition of STAR Performers
- C. Master Governmental Deputy Treasurer Certification Recognition
- D. Western Tidewater Free Clinic Update

2. FINANCIAL MATTERS

- A. Budget Amendment 2024-06
- B. Quarterly Financial Overview
- C. Public Hearing Bond Issuance

3. OLD/ NEW BUSINESS:

- A. City of Franklin Emergency Operations Plan Resolution 2023-24
- B. Commerce Park Road Matter
- C. Master Support Agreement Franklin Regional Airport Resolution 2023-25
- D. City Manager's Report

4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS

5. CLOSED SESSION

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects:, Industrial Development Authority, HRPDC Community Advisory Committee, Community Services Board, Board of Zoning Appeals, Blackwater Regional Library Board, Southview Cemetery Advisory Committee, Historic Preservation Commission, Beautification Commission, Social Services Advisory Board.

2.2-37-11-7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter specifically related to the results of an administrative investigation of a third party consultant.

Motion Upon Returning to Open Session- I move that the City of Franklin, Virginia City Council certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on October 23, 2023, meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

6. ADJOURNMENT

Work Session & Regular City Council Meeting Minutes September 25, 2023

Call to order

The Franklin City Council held a Work Session with the City of Franklin Planning Commission, on September 25, 2023 at 6:00 P.M. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Robert “Bobby” Cutchins, Mayor; Vice-Mayor Wynndolyn Copeland Councilman Linwood Johnson (6:04 PM); Councilman Gregory McLemore; Councilwoman Jessica Banks (6:04 PM); Councilman Ray Smith (6:02 PM).

Council Members not in Attendance: Councilman Mark Kitchen

Staff in Attendance: Amanda Jarratt, City Manager; A’Risha Jones, Executive Assistant, recording minutes.

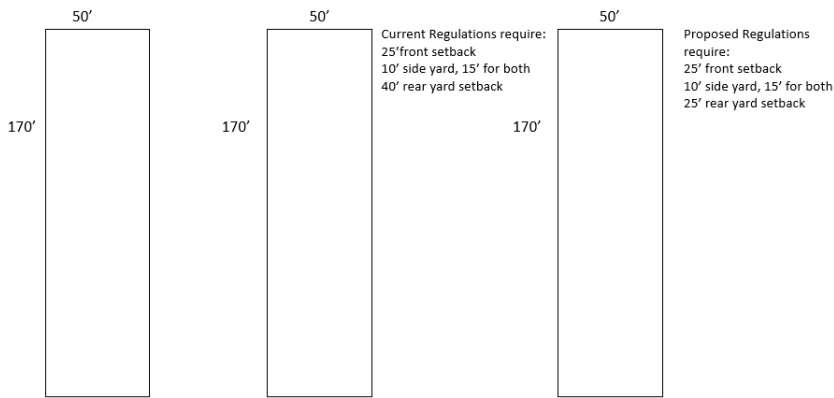
Other Staff in Attendance: Robert Porti, Deputy Chief of Police; Carlee Gurskiy, Director of Community Development; Rachel Trollinger, Director of Finance; Camara Jacobs, Director of Human Resources; Matthew Jezierski, Director of IT; Dinah Babb, Treasurer; Vernie Francis, Chief of EMS.

Ms. Carlee Gurskiy, Director of Community Development presented to City Council the proposed zoning ordinance text and the map amendments. The proposed changes of ordinance would be the amendment of residential districts to consolidate and rezone the residential districts and repeal the unassigned districts. Would amend the Article XXIX definitions, amend Article XIX heights, lot sizes, and yards, and amendment of Article XXVII Board of Zoning Appeals.

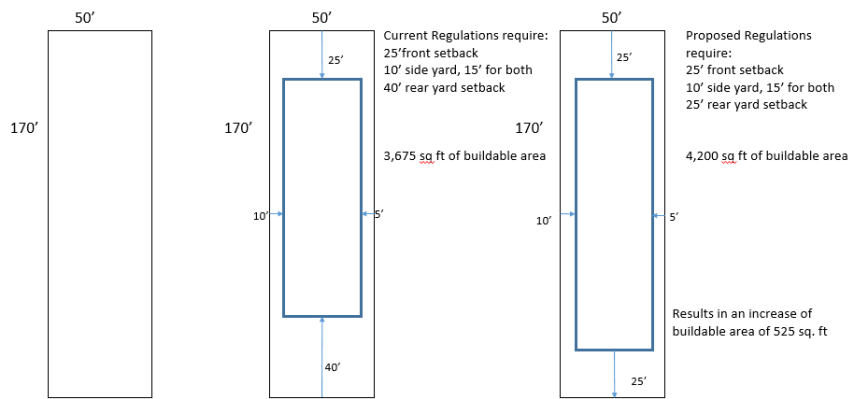
Proposed Revisions to Residential Zoning Districts

Zoning District	R-O (low-density) (2 du/ac.)	R-1 (medium-density) (4 du/ac. - SF) (4 du/ac. - 2F) (24 du/ac. - TH)	R-2 (high density) (9 du/ac. - SF) (9 du/ac. - 2F) (24 du/ac. - TH)	R-3 (urban residential density) (14 du/ac. - SF) (10 du/ac. - 2F) (14 du/ac. - TH)
Min. Area	20,000	10,000 (SF) 12,000 (2F) 60,000 (TH)	5,000 (SF) 5,000 (2F) 60,000 (TH)	4,000 (SF) 4,000 (2F) 2000 (TH) 5 ac. (MF)
Min. Frontage and Width	100'	50' (SF) 100' (2F) 20' (TH)	50' SF) 50' (2F) 20' (TH)	20' (SF) 20' (2F) 20' (TH)
Setbacks:				
Front	50'/40'	30'	25'	20'
Side(s)	10'/20' total	10'/20' total	10'/15' total	5'/10' total
Rear	40'	30'	25'	20'
Uses:				
One-Family Detached	X (P)	X (P)	X (P)	(P)
Cluster	X (P)	X (P)	X (P)	(P)
Single-Family Attached		C	(P)	X (P)
Two-Family	C	(P)	(P)	(P)
Multi-Family			C	(P)

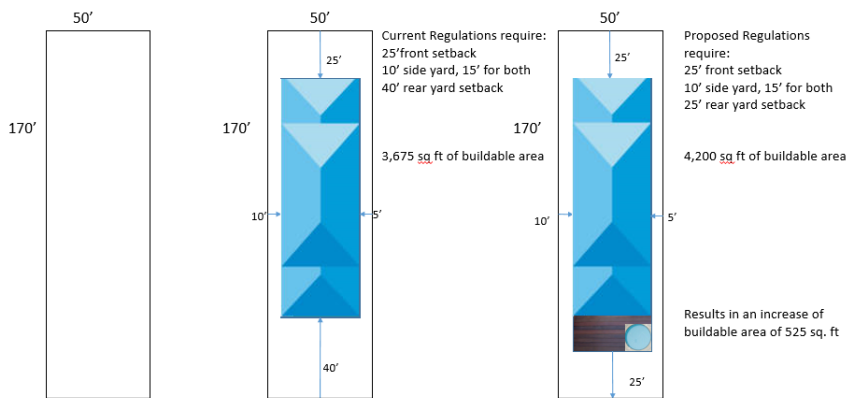
Visual of Setbacks



Visual of Setbacks – R-2 Lot Example



Visual of Setbacks – R-2 Lot Example



Councilman Linwood Johnson asked with the setbacks would there be room for the residents to place storage houses or detached garages. Ms. Carlee Gurskiy stated that there would be. Mr. Christopher Mackenzie, City Attorney, stated from a legal standpoint, the Comprehensive Plan is the guide document saying this is where the City will want it to go in the future, in this case everything is staying residential. The Zoning Ordinance will need to draw within reasonable consideration of the Comprehensive Plan requires. City Manager Amanda Jarratt stated when Ms. Beverly Walkup was here and looked at the existing ordinances and the Comprehensive Plan, she stated this plan needs to be cleaned up based on the experience she has in the field.

Councilman Gregory McLemore asked the Planning Commission about their decision to change the residential ordinances. The Planning Commission stated this has been in the work for a few years, the current ordinances are confusing, and it shouldn't be any barriers for residents who would like to build or change on their lots. Home sizes have increased by 10 percent while lot sizes have decreased by 10 percent.

Councilman Gregory McLemore asked the Planning Commission do they agree with the changes. The Planning Commission stated they agree with the recommendation given to Council to amend the residential ordinances. Mayor Bobby Cutchins stated this gives residents the ability to build a bigger home and increases the real estate values.

Mayor Bobby Cutchins adjourned the September 25, 2023 Work Session at 6:43 PM.

Call to order

The Franklin City Council held a regular City Council meeting on September 25, 2023 at 7:00 p.m. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Robert "Bobby" Cutchins, Mayor; Wynndolyn Copeland, Vice-Mayor; Councilman Linwood Johnson; Councilwoman Jessica Banks; Councilman Ray Smith; Councilman Gregory McLemore.

Council Members not in Attendance: Councilman Mark Kitchen

Staff in Attendance: Amanda Jarratt, City Manager; A'Risha Jones, Executive Assistant, recording minutes.

Other Staff in Attendance: Robert Porti, Deputy Chief of Police; LT. Patrick Wilson; Police Department; Carlee Gurskiy, Director of Community Development; Matthew Jezierski, Director of IT; Sarah Rexrode, Director of Social Services; Dinah Babb, Treasurer; Camara Jacobs, Director of Human Resources; Rachel Trollinger, Director of Finance; Zachary Wright, Director of Power & Light; Vernie Francis, Chief of EMS.

Citizen's Time

Ms. Carolyn Lawrence of Franklin, Virginia, brought to Council attention an issue with the School Board.

Ms. Purlie Banks, 336 Robin Hood Land, Franklin, Virginia, brought to Council information about the Electoral Board and proper polling places.

Amendments to Agenda

No amendments to the agenda.

Consent Agenda:

- A. Approval of September 11, 2023 Meeting Minutes

Mayor Bobby Cutchins asked if there were any corrections or additions for the September 11, 2023 meeting minutes. Mayor Bobby Cutchins entertained a motion to approve the September 11, 2023 meeting minutes as presented. Councilman Linwood Johnson made a motion to approve the September 11, 2023 meeting minutes with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 6-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Absent
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins affirmed the motion carried.

B. National Night Out Resolution 2023-23 (Read by Councilman Gregory McLemore)



City of Franklin National Night Out Proclamation
Resolution #2023-23

WHEREAS, the National Association of Town Watch (NATW) is sponsoring a unique, nationwide crime, drug, and violence prevention program on October 3rd, 2023 entitled “National Night Out”; and

WHEREAS, the “National Night Out” provides a unique opportunity for the City of Franklin to join forces with thousands of other communities across the country in promoting cooperative, police-community crime prevention efforts; and

WHEREAS, the City of Franklin plays a vital role in assisting the Franklin Police Department through a joint crime, drug, and violence prevention efforts in the City of Franklin and is supporting “National Night Out 2023” locally; and

WHEREAS, it is essential that all citizens of the City of Franklin be aware of the importance of crime prevention programs and impact that their participation can have on reducing crime, drugs, and violence in the City of Franklin; and

WHEREAS, police-community partnerships, neighborhood safety, awareness and cooperation are important themes of the “National Night Out” program;

NOW, THEREFORE I, Mayor Robert “Bobby” Cutchins and the members of the City of Franklin City Council, do hereby call upon all citizens of the City of Franklin to join the Franklin Police Department and the National Association of Town Watch, in supporting the “National Night Out” on October 3rd, 2023.

FURTHER, LET IT BE RESOLVED THAT, I, Mayor Robert “Bobby” Cutchins and the members of the City of Franklin City Council, do hereby proclaim Tuesday, October 3rd, 2023 as “National Night Out” in the City of Franklin.

Signed this 25th day of September 2023,

Robert “Bobby” Cutchins, Mayor
City of Franklin, Virginia

Mayor Bobby Cutchins entertained a motion to approve Resolution 2023-23. Councilwoman Jessica Banks made a motion to approve Resolution 2023-23 with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 6-0

The vote was as follows:

- Councilman Linwood Johnson** **Aye**
- Councilman Mark Kitchen** **Absent**
- Councilwoman Jessica Banks** **Aye**
- Vice-Mayor Wynndolyn Copeland** **Aye**
- Mayor Bobby Cutchins** **Aye**
- Councilman Ray Smith** **Aye**
- Councilman Gregory McLemore** **Aye**

Mayor Bobby Cutchins affirmed the motion carried.

Financial Matters:

A. Budget Amendment 2024-05

City Manager Amanda Jarratt called on Ms. Rachel Trollinger, Director of Finance to present the Budget Amendment 2024-05. Ms. Rachel Trollinger stated be it resolved by the Council of the City of Franklin, Virginia that the 2023-2024 City Budget is hereby amended to:

1. Recognize revenue due to action selling of several properties in August of 2021 and appropriate for use and reallocate ARPA unspent carryover appropriations within the General Fund;
2. Budget revenues for the Regional Fire Training Fund and to appropriate such revenues for use;
3. Appropriate Foundation Grant Fund’s restricted fund balance for FY23 unspent funds; and
4. Appropriate General Fund’s unassigned fund balance for FY23 unspent funds.

	2023-2024 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)		2023-2024 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
				#1			
100 GENERAL FUND				REVENUE			
REVENUE				220 FOUNDATION GRANT FUND			
100-3-19020-0005 Real Estate - Tax Sale Surplus Funds	\$ -	\$ 100,064	\$ 100,064	220-3-41050-0150 Use of Restricted Fund Balance	\$ -	\$ 96,313	\$ 96,313
100-3-41050-0100 Use of Restricted Fund Balance	\$ 3,991,792	\$ 3,981,442	\$ (10,350)				\$ 96,313
			\$ 89,714	EXPENDITURES			
EXPENDITURES				220-4-31100-5848 Camo Foundation Grant Police	\$ -	\$ 12,407	\$ 12,407
100-4-91600-1000 Reserve - General Fund	\$ -	\$ 100,064	\$ 100,064	220-4-32100-5848 Camo Foundation Grant Fire	-	48,522	48,522
100-4-81600-8718 Virginia Tourism Authority ARPA Grant	15,350	5,000	(10,350)	220-4-32100-8117 Fire Prevention-Other Grants	-	33,638	33,638
			\$ 89,714	220-4-32100-8118 Education Program-/FS Charities	-	682	682
				220-4-32100-8600 Child Safety Seats	-	1,064	1,064
							\$ 96,313
				#4			
209 FIRE TRAINING				100 GENERAL FUND			
REVENUE				REVENUE			
209-3-15020-0001 Rental of Training Center	\$ -	\$ 4,500	\$ 4,500	100-3-41050-0150 Use of Unassigned Fund Balance	\$ 546,555	\$ 655,372	\$ 108,817
209-3-41050-0150 Use of Restricted Fund Balance	-	6,850	6,850				\$ 108,817
			\$ 11,350	EXPENDITURES			
EXPENDITURES				100-4-31100-7210 Police Dept Council Approved Projects	-	31,210	31,210
209-4-32100-3217 Repairs & Maintenance	\$ -	\$ 8,750	\$ 8,750	100-4-31100-7300 National Night Out	-	4,807	4,807
209-4-32100-5110 Electrical Services	-	2,500	2,500	100-4-31100-8010 Grant Dept of Justice -BYRNE	-	4,187	4,187
209-4-32100-5304 Property Insurance	-	100	100	100-4-31100-8106 H.E.A.T. Program Equipment	-	10,000	10,000
			\$ 11,350	100-4-31130-9007 PSAP Grant	-	30,116	30,116
				100-4-32100-7210 Fire Dept Council Approved Projects	-	6,367	6,367
				100-4-34100-1181 Nuisance Abatement	-	10,750	10,750
				100-4-81300-5855 Litter Control Grant	-	11,380	11,380
							\$ 108,817

Mayor Bobby Cutchins entertained a motion to approve Budget Amendment 2024-05. Councilman Linwood Johnson made a motion to approve Budget Amendment 2024-05 with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 6-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Absent
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins affirmed the motion carried.

Old/New Business:

A. Public Hearing regarding publically held property on Commerce Park Road

City Manager Amanda Jarratt stated as Council is aware there is an application to vacate what was formerly Paper Street in the City of Franklin and that application has been under consideration. After some preliminary title research was done, it was determined this was never Paper Street and it publically held property.

Mayor Bobby Cutchins opened the public hearing.

Ms. Pearlle Banks of 336 Robin Hood Lane, Franklin, Virginia, would like clarification on if the property will be sold to the two property owners or given away.

Mayor Bobby Cutchins closed the public hearing and opened for discussion with Council.

City Manager Amanda Jarratt state the Council has several options, this public hearing that was just conducted allows Council to decide if the property is gifted, sold, or split the property. City Attorney Christopher Mackenzie stated that Council can take whatever action they would like and provide a clear title to the property as possible. Council can also discuss in closed session regarding the monetary offers or take action on it now. Councilwoman Jessica Banks there was a misconception that one person wanted to do something with the property and the other did not, both parties wanted to do something with the lot. City Manager Amanda Jarratt stated what offers are discussed in Closed Session, any decision is made has to be discussed in Open Session.

Council will discuss further in Closed Session.

B. City of Franklin Comprehensive Zoning Changes

City Manager Amanda Jarratt stated Council discussed this matter on multiple occasions and met with the Planning Commission regarding the changes to the residential districts. Council can take action on this now or defer to another meeting, if Council has any questions staff is here to answer those.

Councilman Linwood Johnson stated the Planning Commission did a great job putting the information together for everyone to understand. This has been put together for the betterment of the community and if property owners would like to update their dwellings, this gives them the opportunity to do so.

Mayor Bobby Cutchins asked Council for any desired action.

Councilman Linwood Johnson made a motion to adopt the Comprehensive Zoning Ordinance with a second from Vice-Mayor Wynndolyn Copeland.

Councilman Gregory McLemore would like the record to reflect this only applies to residential areas.

The motion carried the vote 6-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Absent
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Nay
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins affirmed the motion carried.

C. City Manager's Report

City Manager Amanda Jarratt stated the Tropical Storm Ophelia that was experienced on Saturday and thanked the staff that worked. We were very lucky the trajectory did shift and moved much slower than anticipated. There were some trees down and a short power outage. The City received 7 ½ inches of rain in the period of the event. It is National Preparedness Month, be sure to take inventory of your home and equipment in the mist of hurricane season. Food truck applications have been picked up, however, none have been returned as of yet.

General Updates

- Staff continues to work on the various capital projects approved by City Council.
 - The staff committee for the Armory Project consists of Chad Edwards, Sammara Green, and Lin Darden. Carlee Gurskiy will also be involved. Camp Community College and other community partners will offer feedback throughout the design process. Staff has now participated in three webinars with HUD about our grant award. Kimley Horne has been hired to navigate the HUD Grant process as mentioned in the previous City Council

- meeting. Our preliminary HUD package has been submitted to HUD. RRMM has been procured as the project architect.
- The staff committee for the courthouse renovation project will consist of Chief Steve Patterson, Chad Edwards, and Lin Darden. The judges, Clerk of Court, and Sherriff's Department in addition to other stakeholders will be consulted throughout the design process. The judges were not available on July 17th and awaiting a date.
 - The staff committee met regarding Riverwalk Park.
 - The kayak design is underway. Survey is complete for the kayak launch additional area. We will incorporate this into the site plans.
 - Kayak launch design underway.
 - Flood study (no-rise study) underway. Not all bridge crossings requested from City are available. Awaiting completion of kayak launch to update.
 - At the moment we're currently awaiting the final site plan and kayak launch design before we can move forward with the Joint Permit Application for the VMRC and Corps permits. Once we have the final design in hand, we can prepare the required impacts mapping and update details relating to the VMRC component of the application. It should take us around 2 weeks to finalize the application after the plans are received.
 - Staff continues to work with DHCD and Summit Engineering on the Laurel Street CDBG Grant. Client intake and income verifications have begun and contracts are about to be issued. There may be a funding shortage so the Management Team is investigating other sources of funds potentially including HOME Funds.
 - Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention.
 - Staff continues to work with Court Services and our other locality partners for both short and long term solutions to the juvenile detention situation. An RFP to procure an architect to design a potential expansion of Western Tidewater Regional Jail. Mosley Architects has been selected to assist the Western Tidewater Jail Board to conduct the necessary feasibility study.
 - The Literary Loan process continues with Franklin City Public Schools. The contractor is working on the project and the first draw of funds is underway.
 - City Council held a retreat on March 2nd. The following topics were discussed and will be worked on by staff:
 - Food Trucks
 - A draft of updated regulations is being drafted by staff for review by the Planning Commission and Franklin City Council.
 - Increased Code Enforcement
 - Staff is working on a demolition plan for the posted unsafe structures. We are putting a plan in place to prepare for high grass season. We are working with legal to draft updated ordinances for parking and vehicles.
 - Communication with Franklin City Public Schools
 - We held a joint meeting with Franklin City Public Schools on March 30th. Additional meetings are being scheduled to maintain communication.
 - Increased focus and investment in Public Safety
 - Additional positions are included in the FY 24 budget. The updated radio system project is moving to Phase 2.
 - Historic District
 - Staff is reviewing the ordinance that is in place and providing a list of the individuals that need to be appointed. Staff is waiting on appointments from Franklin City Council.
 - Youth
 - Working on updated youth programming and additional partnerships.

- The College Drive park build was a success and is now open to the public. A variety of upcoming activities for youth are planned for the remainder of the summer.
- Special Tax Districts
 - Under discussion and research ongoing.
- Camp Community College Partnerships
 - Under discussion.
- Improved Communication with the Public through various means
 - A review of the PEG Channel and necessary equipment purchases are underway. Staff is working to update City Clips. Staff is researching other best practices. An Instagram page has been created.

Upcoming Community Events

- Every Wednesday Franklin Cruise In
- September 29th & 30th – Food Truck Rodeo & Fall Festival
- October 3rd – National Night Out
- October 14th – Cruise In Finale
- October 21st – Trick or Trot 5k Run
- October 26th – Downtown Trick or Treat
- December 1st – Holiday Parade
- December 2nd – Elf Parade & Holiday Market

Council/Staff Reports on Boards/Commissions:

Councilman Linwood Johnson stated the Hampton Roads Workforce Committee held its award ceremony at the Rivers Casino. The Franklin City Public Schools and Camp Community College is working together on events for the youth.

Closed Session

Vice-Mayor Wynndolyn Copeland moved that the City of Franklin, Virginia City Council adjourn into closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. Discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects: Industrial Development Authority, HRPDC Community Advisory Committee, Community Services Board of Zoning Appeals, Blackwater Regional Library Board, Southview Cemetery Advisory Committee, Historic Preservation Commission, Beautification Commission.

2.2-3711-A-8. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel and discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position of negotiating strategy of the public body specifically related to the sale of public property along Commerce Park Road.

The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote 6-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Absent
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins stated the motion carried the vote.

Motion Upon Return to Open Session

Vice-Mayor Wynndolyn Copeland moved that the City of Franklin, Virginia City Council certify that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on September 25, 2023, meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (ii) no action was taken in closed meeting regarding the items discussed.

The motion was seconded by Councilman Linwood Johnson

The motion carried the vote 6-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Absent
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins stated the motion carried the vote.

Councilman Linwood Johnson made a motion to divide the City owned property on Commerce Park Road equally among the two interested parties for \$20,000.00 each with the City maintaining a first right of refusal for a period of five (5) years with a second from Councilwoman Jessica Banks.

The motion carried the vote 6-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Absent
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins stated the motion carried the vote.

Vice-Mayor Wynndolyn Copeland made a motion to appoint Ms. Audrey Lee to the Western Tidewater Community Services Board with a second from Councilman Linwood Johnson.

The motion carried the vote 6-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Absent
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins stated the motion carried the vote.

Vice-Mayor Wynndolyn Copland made a motion to appoint Judge Alfreda Talton-Harris to the Blackwater Regional Library Board with a second from Councilman Linwood Johnson.

The motion carried the vote 6-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Absent
Councilwoman Jessica Banks	Aye

Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins stated the motion carried the vote.

Adjournment

Councilwoman Jessica Banks made a motion to adjourn the September 25, 2023 City Council meeting with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 6-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Absent
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins stated the meeting stands adjourned.

The September 25, 2023 City Council meeting was adjourned at 8:08 P.M.

Mayor

Clerk to City Council

City Council Retreat Meeting Minutes October 16, 2023

Call to order

The Franklin City Council held a City Council Retreat meeting on October 16, 2023 at 5:30 P.M. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Robert “Bobby” Cutchins, Mayor; Wynndolyn Copeland, Vice-Mayor; Councilwoman Jessica Banks; Councilman Mark Kitchen; Councilman Ray Smith; Councilman Gregory McLemore; Councilman Linwood Johnson (5:48 PM).

Council Members not in Attendance:

Staff in Attendance: Amanda Jarratt, City Manager; A’Risha Jones, Executive Assistant, recording minutes.

Other Staff in Attendance: Steve Patterson, Chief of Police; Vernie Francis, Chief of EMS.

Roundrobin Discussion of Topics

Mayor Bobby Cutchins asked Councilmembers what items and/or issues that they feel are a top priority for their wards and the City of Franklin.

Vice-Mayor Wynndolyn Copeland spoke about the crime throughout the City referencing vehicles being stolen on Woodland Drive. Vice-Mayor Copeland had a question regarding the status of Global Concentrate’s purchase. There is also a need for additional grocery stores in the City for the residents.

Councilwoman Jessica Banks spoke about the need for neighborhood security if there is a way for apartment complexes to make it mandatory for renters to have ring doorbell devices. There is also a need for events and programs for the children to help get them off the streets.

Councilman Mark Kitchen spoke about neighborhood watches to help bring crime down in the City. Councilman Kitchen stated that a community clean-up day could be beneficial to help with the beautification of the City.

Councilman Ray Smith stated that the behavior and actions of the City Council need to be discussed and communication needs to be worked on. The decisions of the Council should be made on the best interest of the City. Council spends too much time on certain topics, it should be the responsibility of the staff, and that information brought to Council for decisions.

Councilman Linwood Johnson spoke about possibly having outside organization/speakers present professional development quarterly. There is a need for respect for each other to get things done, give everyone a chance to speak and get their ideas across. There is a need for funding of City youth programs.

Councilman Gregory McLemore spoke about the high crime areas, the City provides the Ring doorbell cameras, and the citizen takes on the monthly fee. Councilman McLemore would like to see more town hall meetings held with the citizens. Councilman McLemore suggested interns for the Councilmembers so they may learn the duties of councilmembers and possibly get into politics.

Councilwoman Jessica Banks would to see solutions, with the town hall meetings citizens should take advantage of the Citizen's Time or have meetings with your perspective wards and present that information with Council.

Councilman Mark Kitchen stated the idea of the doorbell cameras, there has been discussion about that as well as street lights. If it is done for one neighborhood it should be done for all.

Councilman Linwood Johnson stated with City Council Retreats is what the aim is, what the purpose is, and what the goal is. The City needs to grow and bring in more businesses, work on more projects for the City that will bring revenue. Council should meet with the City Manager quarterly to speak about items needed within the City and how to produce that revenue.

Councilman Ray Smith agreed the Council need to work on being more solution driven.

Mayor Bobby Cutchins stated there has to be respect given to everyone and abide by and live up to the City mission and vision statement.

Councilman Gregory McLemore stated in regards to Economic Development, the City has a new tourist attraction, the mural that was at no cost to the City. The City needs its own Economic Development and grant writer.

Mayor Bobby Cutchins asked Council for any desired action.

Vice-Mayor Wynndolyn Copeland would like to get more information regarding the Ring doorbells for the residents.

Councilwoman Jessica Banks wants to know if the City can collaborate with the apartment complexes to have it mandatory for the residents to have. Other option would be a grant that allots a certain amount to pay for the devices.

Councilman Gregory McLemore stated before the City goes hiring more police officers light up the streets because that would deter crime or use the unused funds from those positions and pay for the cost of the Ring devices.

Mayor Bobby Cutchins asked City Manager on an update with the Tourism position. City Manager Amanda Jarratt stated that interviews are on the schedule.

No action taken at this time.

Adjournment

Councilman Mark Kitchen made a motion to adjourn the October 16, 2023 City Council Retreat Meeting with a second from Councilman Linwood Johnson.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson

Aye

Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins stated the meeting stands adjourned.

The October 16, 2023 City Council Retreat Meeting was adjourned at 7:15 P.M.

Mayor

Clerk to City Council

FORM B

**STAR PERFORMER AWARD
NOMINATION FORM**

To be completed by a citizen, a co-employee, a supervisor or department head to nominate an employee for a STAR Performer Award
(type or print)

Name of Nominee: Danielle Jones

Job Title: Real Estate Clerk

Department: Commissioner of the Revenue

Immediate Supervisor: Selenia R. Boone

I am nominating the above for the STAR Performer award because:

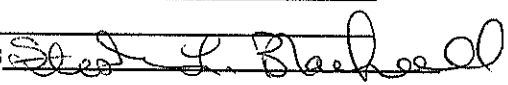
Even though Danielle has only been employed with the COR Office for 18 months, she has learned so much and made a huge difference in that amount of time. Danielle has taken the initiative to form relationships with other Commissioner's offices, the Tax Department, the Clerk of Courts office, our software companies and other resources to gain more knowledge and be better able to assist our citizens. She takes the initiative to reach out to closing attorneys and communicate when there are errors on incoming deeds. Danielle has also requested to take and has completed 3 classes with the Department of Taxation to help her understand the assessments of real estate so that she can help our citizens to better understand.

I consider this employee's performance above the expectations of his or her job because:

Not only does Danielle handle her position as Real Estate Clerk exceptionally well, she has also stepped up in the office and learned the ins and outs of business licensing, assists with keying in data for personal property, and assist our Tax Auditor with onsite visits to local businesses. She has volunteered to attend grand openings for local businesses and is always willing to step up and help where ever it may be needed. Danielle doesn't stop with helping out inside of the office, she has also helped out in the parking lot. When a kitten was trapped in the bushes, alone and hungry, Danielle jumped in (literally jumped in the bushes) to save it. Going so far as to find it a good home and keep it from going to the animal shelter.

Name of person making nomination Stephanie Blacknall

Date of nomination 9/13/2023

Endorsing Signature and any comments 

Form B page 2

This page is to be completed by the employee's supervisor or department head and attached to page 1 in order to provide information to the PEP Committee for its consideration of nominees for Employee of the Year.

In addition to providing the information on page 1, please rate numerically on a scale of 1-10 (10 being the highest) the degree to which this employee demonstrates the following traits:

Demonstrated Traits	Degree
A positive attitude	10
A cooperative spirit with fellow employees	10
Personal initiative	10
Excellent job performance	10

Also specify whether the employee made specific and notable contributions in one or more of the following areas (taking into consideration the limits of his or her job):

- 1. Improvement in the quality of service delivered to the public.**
- 2. Improvement in productivity of city operations.**
- 3. Enhancement of workplace safety.**
- 4. Strengthening teamwork and cooperation among employees.**
- 5. Accomplishment of stated City Council or departmental goals.**
- 6. Development of innovative solutions to city problems or innovative approaches to job duties.**

Danielle is an asset to the Commissioner of the Revenue's Office. She is eager to learn, not just her role but others in the office as well. She goes out of her way to do research to assist citizens with their requests, even if they are outside of her job duties. Danielle has really taken it upon herself to be as knowledgeable as possible to be able to improve the quality of the service that is delivered to the citizens of Franklin and the surrounding areas.

Selenia R. Boone
Department Head

FORM B

**STAR PERFORMER AWARD
NOMINATION FORM**

To be completed by a citizen, a co-employee, a supervisor or department head to nominate an employee for a STAR Performer Award
(type or print)

Name of Nominee: Kristen Miller

Job Title: Police Officer

Department: Police

Immediate Supervisor: Steve Patterson

I am nominating the above for the STAR Performer award because:

Officer Miller came to the Franklin Police Department from the Suffolk Police Department in January of 2023.

Since her employment with the City of Franklin she has excelled in traffic enforcement. Currently she has written 190 tickets and made 14 DUI arrests. Officer Miller is leading the department in traffic enforcement. Officer

Miller has been selected to receive a Mothers Against Drunk Driving Award for our agency on October 25th.

While completing the application form I consulted with our commonwealths attorneys staff as to the quality of Officer Miller's cases and they advised that she was a going a good job.

I consider this employee's performance above the expectations of his or her job because:

Coming from one agency to another, the laws are the same, but the protocols are different. Officer Miller came to our agency and had to learn the protocols of how the City of Franklin does things as compared to her former agency. This takes time. Not only did she learn it quickly, she learned it and ran forward. Although traffic enforcement is not always about writing a ticket, this is a great example as to how traffic enforcement can lead to impaired drivers who need to be removed from the roadways.

Name of person making nomination Steve Patterson

Date of nomination 10-10-2023

Endorsing Signature and any comments _____

I truly believe Officer Miller is worthy of this Star Performer Recognition.

Form B page 2

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Demonstrated Traits	Degree
A positive attitude	10
A cooperative spirit with fellow employees	10
Personal initiative	10
Excellent job performance	10

Also specify whether the employee made specific and notable contributions in one or more of the following areas (taking into consideration the limits of his or her job):

- 1. Improvement in the quality of service delivered to the public.**
- 2. Improvement in productivity of city operations.**
- 3. Enhancement of workplace safety.**
- 4. Strengthening teamwork and cooperation among employees.**
- 5. Accomplishment of stated City Council or departmental goals.**
- 6. Development of innovative solutions to city problems or innovative approaches to job duties.**

Officer Miller has undoubtedly improved roadway safety in the City of Franklin. Officer Miller is quick to help others out. In the future Officer Miller will be a huge asset to the City of Franklin Police Department and the community she serves.


Department Head

FORM B

**STAR PERFORMER AWARD
NOMINATION FORM**

To be completed by a citizen, a co-employee, a supervisor or department head to nominate an employee for a STAR Performer Award
(type or print)

Name of Nominee: Thelma Darden

Job Title: Custodian

Department: Public Works

Immediate Supervisor: Chad Edwards

I am nominating the above for the STAR Performer award because:

Over the past four years I have had the occasion to watch Custodian Thelma Darden work at the Franklin Police Department building. There is not a day that goes by that she does not have a cheerful demeanor, a warm good-morning, and continues to work throughout the day to keep our building clean and orderly. Due to the amount of in and out traffic we have from citizens and employees, it is a non-stop endeavor.

I consider this employee's performance above the expectations of his or her job because:

Some employees just come in day in and day out and do not try to build relationships with each other. Not in this case. In fact Custodian Darden attends our department functions throughout the year and we consider her one of our own. Therefore by her willingness to work with us and not around us adds to the team we have.

Name of person making nomination Steve Patterson

Date of nomination 10-10-2023

Endorsing Signature and any comments _____

Custodian Darden works very hard to keep up a harmonious work place.

Form B page 2

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In addition to providing the information on page 1, please rate numerically on a scale of 1-10 (10 being the highest) the degree to which this employee demonstrates the following traits:

Demonstrated Traits	Degree
A positive attitude	10
A cooperative spirit with fellow employees	10
Personal initiative	10
Excellent job performance	10

Also specify whether the employee made specific and notable contributions in one or more of the following areas (taking into consideration the limits of his or her job):

- 1. Improvement in the quality of service delivered to the public.**
- 2. Improvement in productivity of city operations.**
- 3. Enhancement of workplace safety.**
- 4. Strengthening teamwork and cooperation among employees.**
- 5. Accomplishment of stated City Council or departmental goals.**
- 6. Development of innovative solutions to city problems or innovative approaches to job duties.**

With Custodian Darden's work ethic and disposition she most definitely strenghtens teamwork and cooperation among employees.


Department Head

FORM B

**STAR PERFORMER AWARD
NOMINATION FORM**

To be completed by a citizen, a co-employee, a supervisor or department head to nominate an employee for a STAR Performer Award
(type or print)

Name of Nominee: Eward A Martin

Job Title: Deputy Treasurer

Department: Treasurer

Immediate Supervisor: Dinah M. Babb, Treasurer

I am nominating the above for the STAR Performer award because:

Ed Martin has been with the City Treasurer's office for going on 28 years. Ed is Deputy Treasurer and is second in command to the Treasurer. He is also the collection technician for the office, responsible for keeping up with the Department of Taxations Debt Set Off as well as DMV Withholding program. Ed works works with the Department of Social Services Heating & Cooling program, processing all the payments that are received from the State. Ed also works with other surrounding localities DSS offices that the city services their utilities that my receive heating and cooling assistance. This is a very lengthy and detailed process making sure all payments are processed correctly. Ed continues to work with the Software Vendor sometimes on a daily bases when issues arises that may need tweaking and or fixing.

I consider this employee's performance above the expectations of his or her job because:

Ed has had to really be hands on for the last couple of years. As I stepped in the role as President of the Treasurers' Association of Virginia, Ed had to be available most days if I was unavailable whether out of the office or on a zoom call. Ed also backs up the Sr. Accounting Clerk in her absence processing the offices daily work. Ed is always willing to assist the other departments if they are in need, especially with software issues. Ed even changed his vacation plans due to me having to be out of the office the week he normally takes.

Name of person making nomination Dinah M. Babb, Treasurer

Date of nomination 10/16/2023

Endorsing Signature and any comments 

Form B page 2

This page is to be completed by the employee's supervisor or department head and attached to page 1 in order to provide information to the PEP Committee for its consideration of nominees for Employee of the Year.

In addition to providing the information on page 1, please rate numerically on a scale of 1-10 (10 being the highest) the degree to which this employee demonstrates the following traits:

Demonstrated Traits	Degree
A positive attitude	9
A cooperative spirit with fellow employees	9
Personal initiative	8
Excellent job performance	9

Also specify whether the employee made specific and notable contributions in one or more of the following areas (taking into consideration the limits of his or her job):

- 1. Improvement in the quality of service delivered to the public.**
- 2. Improvement in productivity of city operations.**
- 3. Enhancement of workplace safety.**
- 4. Strengthening teamwork and cooperation among employees.**
- 5. Accomplishment of stated City Council or departmental goals.**
- 6. Development of innovative solutions to city problems or innovative approaches to job duties.**

1- Ed is a big instrument with our online payment portal. His is always willing to assist citizens with their issues and willing to research the system for information.

3- Ed is always willing to do the heavy lifting and getting things down that can't be reached by us!

4- Ed's Knowledge allows him to assist the newer employees educating them with policy & procedures with local and state.

5- Ed knows that the collection of tax revenue strengthens the city's ability to accomplish the city's goals and requirements.



(Department Head



*Office of the City Manager
Amanda C. Jarratt*

October 16, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Master Governmental Deputy Treasurer Certification

Background Information

Treasurer Dinah Babb will be at Franklin City Council to present Ed Martin with his Master Governmental Deputy Treasurer Certification from the Treasurers' Association of Virginia (TAV). Mr. Martin has completed all the requirements from the UVA Weldon Cooper Center for Public Service to receive this certification.

This Certification Program is designed to advance the professionalism of the local governmental Treasurer and his/her staff in the Commonwealth of Virginia. Local government finance, like many other professions, requires special study, knowledge, and skills. The constituency served by the Treasurer and his/her staff deserves a high level of professional competence. This Certification Program sets forth the regulations and standards that recognize professional attainment.

Requirements Are:

- Must have earned 35 points from the TAV Continuing Education and been recommended by the Treasurer to take part of the program,
- 2 Mandatory Courses; and passed all exams
- 3 Elective Courses; and passed all exams.
- Maintain a member of TAV and in good standing.

Needed Action

None.

BUDGET AMENDMENT 2024-06

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2023-2024 City Budget is hereby amended to:

- 1. recognize revenue due to a donation for Tourism and carryover revenues from the State for Street Maintenance and to appropriate such revenue for use.*

	2023-2024 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
#1			
100 GENERAL FUND			
REVENUE			
100-3-41050-0100 Use of Restricted Fund Balance	\$ 3,981,442	\$ 4,388,675	\$ 407,233
100-3-18990-3016 Donations Tourism	\$ -	\$ 250	\$ 250
			\$ 407,483
EXPENDITURES			
100-4-41200-8333 Reserve for Street Imp Paving	\$ 671,189	\$ 1,078,422	\$ 407,233
100-4-81600-5892 Festival and Events	\$ 11,000	\$ 11,250	\$ 250
			\$ 407,483

Certified copy of resolution adopted by Franklin City Council.

Clerk to the City Council

CITY2

BRONCO FEDERAL CREDIT UNION

39818

INVOICE DATE	INVOICE NO	INVOICE DESCRIPTION	BASE INVOICE	NET INVOICE
09/27/2023	092723	Holiday Open House		250.00
Check Date = 09/28/2023		Code: FDT Desc: Holiday Open House (2023)	Check Total =	250.00

A graphic of a white rectangular piece of paper with torn, deckled edges, set against a light brown background. The words "Financial Report" are printed in a bold, black, serif font in the center of the white paper.

Financial Report

HIGHLIGHTS – GENERAL FUND
For the period ending Sept 30, 2023

Based on Unaudited Financial Data

Basis of Reporting

The information enclosed is the City's Financial Report for the General Fund for the period ending September 30, 2023.

The report contains provisions for most revenue and expenditure accruals.

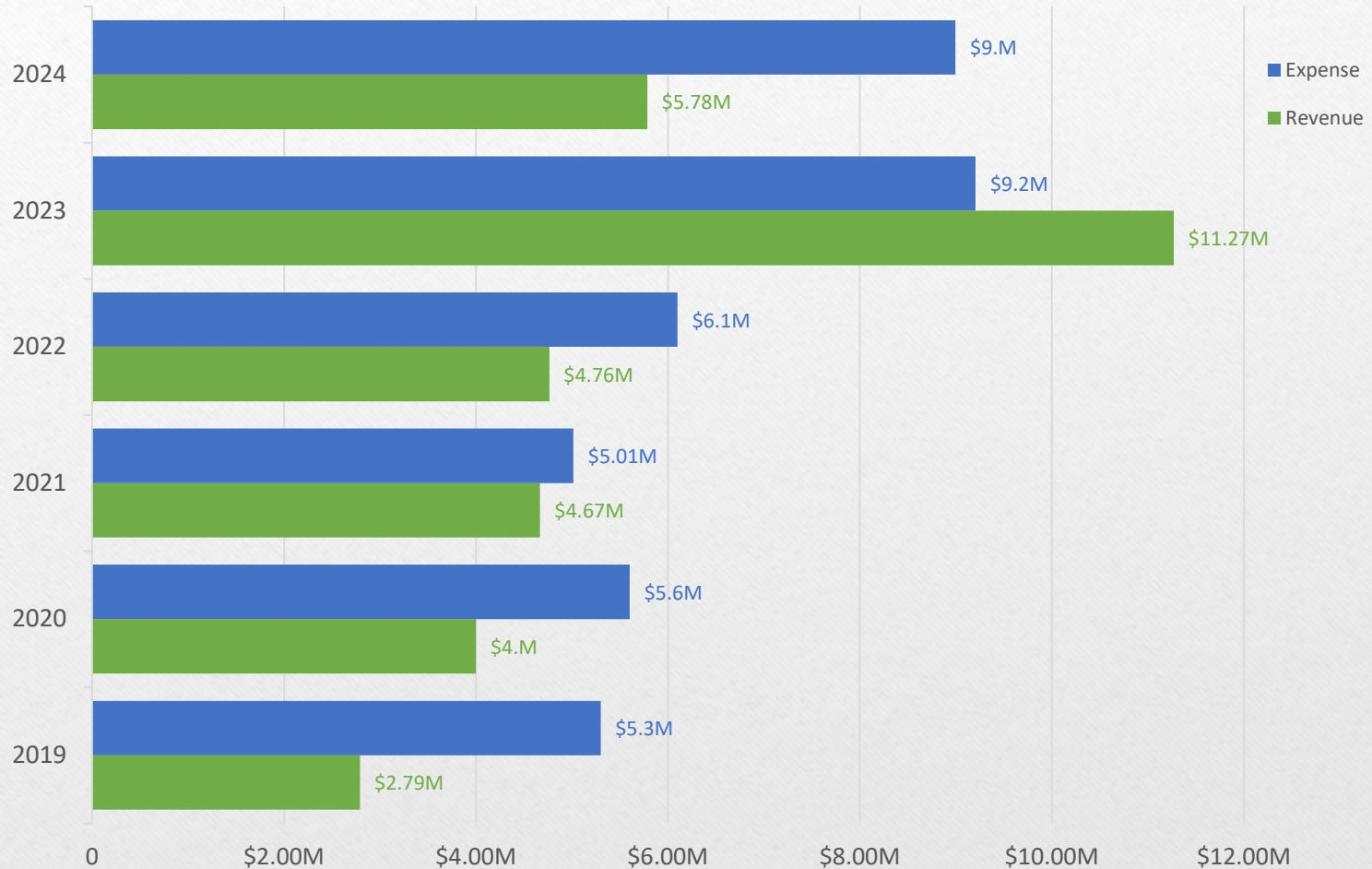
- *Reflects 3 months of revenues & expenditures in cases (where noted, the 3rd month has been estimated) – modified accrual basis of accounting.*

Financial Report presentation is consistent with the department's objectives to:

- *Report timely, relevant, understandable and accurate financial data*
- *Promote accountability through monitoring, assessment and reporting.*

Yearly Comparison of General Fund's Actual Expenses to Actual Revenues

Expense (Enc/Req included based on above controls) vs Revenue by Year



General Property Taxes- Overall BUDGET COMPARISON

REVENUE SOURCE	2023-2024		BUDGET %	2022-2023		BUDGET %
	BUDGET	ACTUAL		BUDGET	ACTUAL	
Real Estate Taxes-Current	\$ 6,574,291	\$ 34,224	0.5%	\$ 6,435,601	\$ 37,693	0.6%
Real Estate Taxes-Delinquent	220,000	202,072	91.9%	220,000	143,287	65.1%
Personal Property Taxes-Current	1,965,324	2,974	0.2%	1,819,160	1,065	0.1%
Personal Property Taxes-Delinquent	35,000	72,417	206.9%	35,000	27,773	79.4%
Machinery & Tools	30,784	-	0.0%	24,450	-	0.0%
Penalties & Interest Taxes	145,000	31,959	22.0%	145,000	34,308	23.7%
Public Service Corporation Taxes	66,537	-	0.0%	70,593	-	0.0%
GENERAL PROPERTY TAX	\$ 9,036,936	\$ 343,646	3.8%	\$ 8,749,804	\$ 244,126	2.8%

Current	\$	343,646
Prior Year	\$	244,126
Net Change \$	\$	99,520
Net Change %		40.77%

Local Tax Revenue Prior Year Comparison Modified Accrual Basis

	Meals Taxes	Lodging Taxes	Cigarette Taxes	Sales Taxes	Total
Sep-23	630,138	65,871	69,475	623,865	1,389,348
Sep-22	502,227	44,232	136,013	575,269	1,257,741
Prior Year \$	127,912	21,639	(66,538)	48,596	131,608
Prior Year %	25.47%	48.92%	-48.92%	8.45%	10.46%

Local Tax Revenue Budget to Actual Comparison

	FY 23-24 Budget	9/30/2023	Projected Excess (Deficit) at Fiscal Year End
Local Sales & Use*	\$ 2,400,000	\$ 623,865	\$ 95,458
Cigarette Taxes	\$ 395,000	\$ 69,475	\$ (117,101)
Meals Taxes*	\$ 2,520,553	\$ 630,138	\$ 463,946
Lodging Taxes*	<u>\$ 180,000</u>	<u>\$ 65,871</u>	<u>\$ 83,483</u>
Total Local Tax Revenue	\$ 5,495,553	\$ 1,389,348	\$ 525,786

General Fund Revenue – Prior Year Comparison – Cash Basis

General Fund Account Description	FY23 Actual Revenue thru 9/30/22	FY24 Budgeted Revenue	FY24 Actual Revenue thru 9/30/23	FY24 Balance/Excess/ Deficit	% Realize	Prior Year Variance Good (Bad)
REAL PROPERTY TAXES	180,980	6,794,291	236,295	(6,557,996)	3.48%	55,316
PUBLIC SERVICE CORPORATION TAXES	-	66,537	-	(66,537)	0.00%	0
PERSONAL PROPERTY TAXES	28,838	2,000,324	75,390	(1,924,934)	3.77%	46,552
MACHINERY & TOOLS TAXES	-	30,784	-	(30,784)	0.00%	0
PENALTIES AND INTEREST	34,308	145,000	31,959	(113,041)	22.04%	(2,349)
OTHER LOCAL TAXES	205,546	2,400,000	627,290	(1,772,710)	26.14%	421,744
UTILITY TAXES	137,831	562,000	142,484	(419,516)	25.35%	4,652
BUSINESS LICENSE TAXES	21,954	1,162,000	13,073	(1,148,927)	1.13%	(8,881)
BUSINESS LICENSE TAXES - PENALTY	1,435	3,000	1,832	(1,168)	61.07%	397
MOTOR VEHICLE LICENSES	6,013	207,034	10,980	(196,054)	5.30%	4,966
MOTOR VEHICLE LICENSES - PENALTY	2,400	25,000	3,910	(21,090)	15.64%	1,510
BANK STOCK TAXES	-	40,000	-	(40,000)	0.00%	0
TAXES ON RECORDATION AND WILLS	12,884	85,000	21,107	(63,893)	24.83%	8,222
CIGARETTE TAXES	136,013	395,000	69,475	(325,525)	17.59%	(66,538)
LODGING TAXES	30,656	180,000	65,029	(114,971)	36.13%	34,373
MEALS TAX	334,417	2,150,000	615,092	(1,534,908)	28.61%	280,675
PROBATE TAXES	621	2,500	222	(2,278)	8.88%	(399)
PERMITS AND OTHER LICENSES	60	1,500	130	(1,370)	8.67%	70
PERMITS AND OTHER LICENSES	41,275	86,530	42,395	(44,135)	49.00%	1,121
FINES AND FORFEITURES	1,800	40,250	6,480	(33,770)	16.10%	4,680
REVENUE FROM USE OF MONEY	12,268	50,000	122,771	72,771	245.54%	110,503
REVENUE FROM USE OF PROPERTY	101,439	115,446	22,345	(93,101)	19.36%	(79,095)
CHARGES FOR CURRENT SERVICES	602	7,700	1,155	(6,545)	15.00%	553
CHARGES FOR OTHER PROTECTION	134,680	449,783	176,081	(273,702)	39.15%	41,401
CHARGES FOR OTHER PROTECTIONS	5,320	17,500	5,650	(11,850)	32.28%	330
MISC BILLING SERVICES	746	-	1,256	1,256	#DIV/0!	510
CHG FOR SANITATION & WASTE REMOVAL	6,379	13,000	9,230	(3,770)	71.00%	2,851
CHARGES FOR ADMIN-FUNDS	341,588	1,317,108	329,277	(987,831)	25.00%	(12,311)
RECREATIONAL FEES	5,186	18,000	5,246	(12,754)	29.14%	60
MISCELLANEOUS	1,165,020	1,194,947	917,434	(277,513)	76.78%	(247,585)
RECOVERED COSTS	434,986	2,716,709	807,995	(1,908,714)	29.74%	373,009
NON-CATEGORICAL AID STATE	92,791	1,462,947	150,309	(1,312,638)	10.27%	57,518
SHARED EXPENSES	13,319	81,100	22,304	(58,796)	27.50%	8,985
SHARED EXPENSES	12,929	71,100	25,314	(45,786)	35.60%	12,385
SHARED EXPENSES	-	54,504	-	(54,504)	0.00%	0
CATEGORICAL AID - STATE	294,228	3,536,856	700,957	(2,835,899)	19.82%	406,729
CATEGORICAL AID - FEDERAL GOVERNMENT	4,971,489	209,573	73,968	(135,605)	35.29%	(4,897,521)
PROCEEDS FROM INDEBTNESS	-	2,000,000	-	(2,000,000)	0.00%	0
FUNDS TRANSFERS	2,498,748	6,631,807	449,998	(6,181,809)	6.79%	(2,048,750)
General Fund Revenue Totals	11,268,749	36,324,830	5,784,434	(30,540,397)		(5,484,315)

General Fund Expenditures – Prior Year Comparison – Cash Basis

General Fund Account Description	FY23	FY24	FY24	FY24		Prior Year Variance Good (Bad)
	Actual Expenditures Thru 9/30/22	Budgeted Expenditures	Actual Expenditures Thru 9/30/23	Balance/Excess/ Deficit	% Realized	
CITY COUNCIL	64,545	322,127	107,003	215,124	33.22%	42,458
CITY MANAGER	74,286	289,386	78,269	211,117	27.05%	3,983
CITY ATTORNEY	26,848	115,000	29,092	85,908	25.30%	2,244
MANAGEMENT SERVICES & HR	57,378	231,789	58,490	173,299	25.23%	1,111
COMMISSIONER OF THE REVENUE	80,206	352,317	87,096	265,221	24.72%	6,891
REAL ESTATE ASSESSOR	18,267	145,627	15,028	130,599	10.32%	(3,239)
CITY TREASURER	83,848	461,667	96,585	365,082	20.92%	12,737
ACCOUNTING	91,145	403,618	97,830	305,788	24.24%	6,685
PURCHASING & GENERAL SERVICES	33,127	137,742	34,794	102,948	25.26%	1,667
UTILITY COLLECTIONS & BILLING	93,251	374,437	98,301	276,136	26.25%	5,050
INSURANCE	31,719	175,753	56,604	119,149	32.21%	24,885
INFORMATION TECHNOLOGY	38,518	1,048,421	81,931	966,490	7.81%	43,413
BOARD OF ELECTIONS	35,844	199,387	36,094	163,293	18.10%	249
CIRCUIT COURT	12,021	12,800	-	12,800	0.00%	(12,021)
GENERAL DISTRICT COURT	2,171	12,600	1,167	11,433	9.26%	(1,004)
CLERK OF CIRCUIT COURT	78,351	80,600	-	80,600	0.00%	(78,351)
SHERIFF'S OFFICE	132,263	162,500	-	162,500	0.00%	(132,263)
DISTRICT COURT SERVICE	38,353	225,824	61,142	164,682	27.08%	22,790
COMMONWEALTH'S ATTORNEY	52,319	85,800	-	85,800	0.00%	(52,319)
WESTERN TIDEWATER REGIONAL JAIL	476,491	1,004,492	493,509	510,984	49.13%	17,018
POLICE	833,173	5,747,723	922,599	4,825,124	16.05%	89,426
E - 911	208,428	806,544	226,990	579,554	28.14%	18,562
EMS/FIRE/RESCUE	1,412,079	6,753,870	1,739,138	5,014,732	25.75%	327,058
BUILDING INSP & CODE ENFORCEMENT	55,145	944,933	75,428	869,505	7.98%	20,283
ANIMAL CONTROL	32,411	125,757	31,462	94,295	25.02%	(949)
PUBLIC WORKS-STREET MAINTENANCE	872,501	2,437,651	289,693	2,147,958	11.88%	(582,808)
PUBLIC WORKS-SNOW REMOVAL	-	15,000	-	15,000	0.00%	0
PUBLIC WORKS-GARAGE	81,325	343,582	87,276	256,306	25.40%	5,951
BUILDING MAINTENANCE-GENERAL	278,420	1,170,450	284,899	885,551	24.34%	6,479
BUILDING MAINTENANCE-ARMORY	123	-	528	(528)	#DIV/0!	405
BUILDING MAINTENANCE-CITY HALL	43,534	214,552	61,575	152,977	28.70%	18,041
BLDG MAINTENANCE-SOC SERVICES	13,522	77,656	13,924	63,732	17.93%	402
BUILDING MAINTENANCE-HEALTH DEPT	8,079	45,590	8,133	37,457	17.84%	54
HEALTH DEPARTMENT	26,063	106,500	-	106,500	0.00%	(26,063)
MENTAL HEALTH	-	42,469	-	42,469	0.00%	0
COMM ORGANIZATION****	220,955	757,540	217,651	539,889	28.73%	(3,304)
PARKS & RECREATION	281,952	1,518,771	148,763	1,370,008	9.79%	(133,189)
CEMETERY PERPETUAL EXPENDITURES	-	1,000	-	1,000	0.00%	0
LIBRARY	67,658	294,856	69,777	225,079	23.66%	2,119
PLANNING AND ZONING	35,381	130,608	35,890	94,718	27.48%	509
BEAUTIFICATION COMMISSION	700	29,080	500	28,580	1.72%	(200)
TOURISM	18,865	146,201	14,956	131,245	10.23%	(3,909)
PAYMENTS TO SOUTHAMPTON COUNTY	-	700,000	-	700,000	0.00%	0
NON-DEPARTMENT MISCELLANEOUS	383	(96,624)	1,138	(97,762)	-1.18%	756
NON-DEPARTMENTAL CAPITAL	-	100,064	-	100,064	0.00%	0
TRANSFERS	3,193,244	8,531,572	3,332,318	5,199,254	39.06%	139,073
General Fund Expenditure Totals	9,204,891	36,787,231	8,995,570	27,791,661		(209,321)

A graphic of a white rectangular piece of paper with a torn, deckled edge, set against a light brown background. The words "Financial Report" are printed in a bold, black, serif font across the center of the white paper. Two dark brown horizontal bars are positioned on the left and right sides of the white paper, appearing to hold it in place.

Financial Report

***HIGHLIGHTS – ENTERPRISE FUNDS
For the period ending September 30, 2023***

Based on Unaudited Financial Data

Basis of Reporting

The information enclosed is the City's Financial Report for the Enterprise Funds for the period ending September 30, 2023.

The report contains provisions for most revenue and expenditure accruals.

- *Reflects 3 months of revenue & expenditures – full accrual basis of accounting.*

Financial Report presentation is consistent with the department's objectives to:

- *Report timely, relevant, understandable and accurate financial data*
- *Promote accountability through monitoring, assessment and reporting.*

Airport Operating & Capital Fund

Revenue Analysis

Total revenues for the fund of \$54,700 are above target with 29% of budget realized.

Fuel sales and airport rental fees of \$24k are below target with 19% of budgeted realized.

Expense Analysis

Expenses in the fund are \$49k and are at 26% of budget expended.

Cash Balance

Cash balance in the Airport Operating & Capital Fund is \$(147,339).

Water & Sewer Operating & Capital Fund



- ***Revenue Analysis***

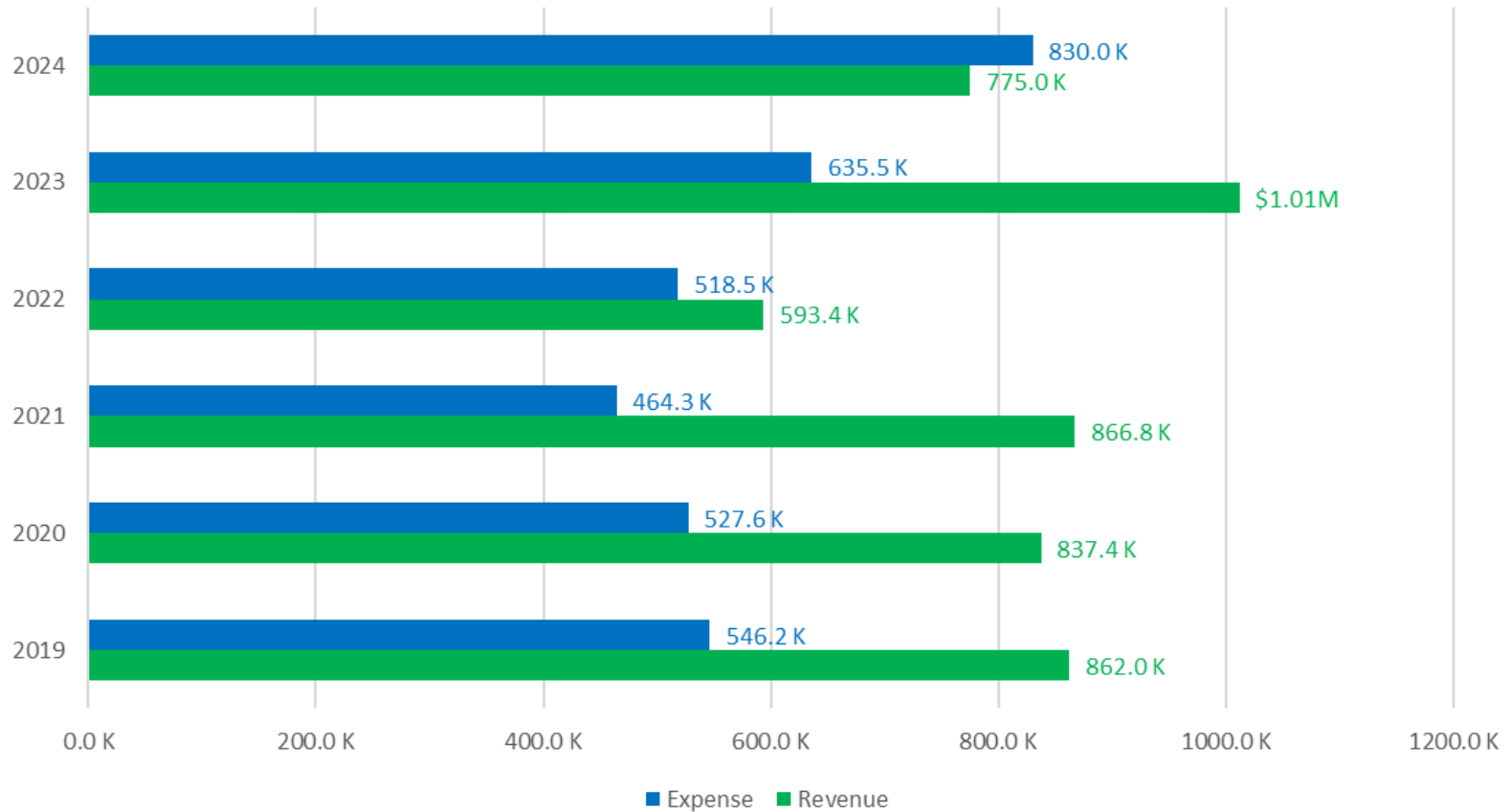
- *Revenue from the sale of water and sewer service of \$775k are below target at 19% of budget and are less than prior year period collections by \$237k.*

- ***Expense Analysis***

- *Expenses in the fund are \$831k and are below target at 20% of budget. Expenses includes transfers of \$314k and debt service payments of \$14k.*

Yearly Comparison of Water & Sewer Fund Actual Expenses to Actual Revenues

Expense (Enc/Req included based on above controls) vs Revenue by Year



Water & Sewer Fund - Operating & Capital Cash Balance

- *Cash balance - \$3,891,006*

Month	FY 22-23	FY 23-24
July	\$ 2,690,909	\$ 3,699,684
August	\$ 2,695,631	\$ 3,779,554
September	\$ 2,808,766	\$ 3,891,006
October	\$ 2,892,903	\$ -
November	\$ 2,885,446	\$ -
December	\$ 3,040,483	\$ -
January	\$ 3,742,272	\$ -
February	\$ 3,659,766	\$ -
March	\$ 3,695,386	\$ -
April	\$ 3,563,755	\$ -
May	\$ 3,657,453	\$ -
June	\$ 3,675,806	\$ -

Solid Waste Operating & Capital Fund

Revenue Analysis

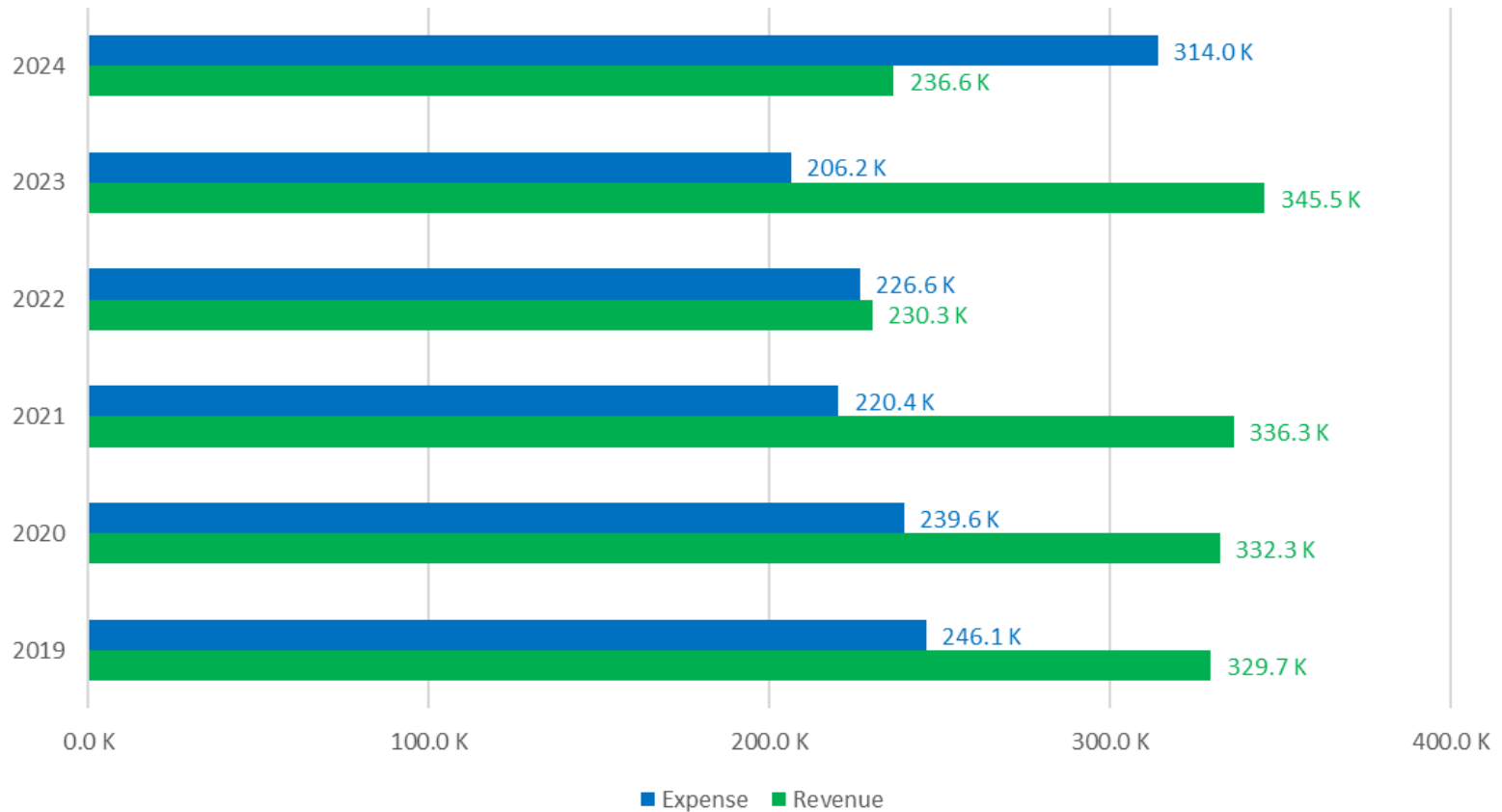
Revenue for the Solid Waste Fund of \$236k are below target at 16% and are \$109k less than prior year period collections.

Expense Analysis

Expenses in the fund are \$314k and are below target at 19% of budget expended. This includes transfers of \$64k and debt service payments of \$6.5k.

Yearly Comparison of Solid Waste Fund Actual Expenses to Actual Revenues

Expense (Enc/Req included based on above controls) vs Revenue by Year



Solid Waste Fund – Operating & Capital Cash Balance

- *Cash balance - \$1,369,289*

Month	FY 22-23	FY 23-24
July	\$1,180,717	\$1,396,055
August	\$1,219,433	\$1,425,986
September	\$1,246,536	\$1,369,289
October	\$1,266,634	
November	\$1,287,768	
December	\$1,311,493	
January	\$1,277,445	
February	\$1,303,386	
March	\$1,333,809	
April	\$1,333,868	
May	\$1,375,170	
June	\$1,395,413	

Electric Operating Fund

- **Revenue Analysis**

- *Revenue from total sales are \$3.1m. Revenue from energy sales are \$2.9m are below target at 16% of budget. Below is a snapshot of prior year billed service revenue, current year budget, actual and % of budget realized:*

Account Description	FY23 Actual Sept 30, 2023	FY24 Budget	FY24 Actual Sept 30, 2023	% Realized
Sale of Electricity - Fuel Adj	\$ 761,706	\$ 4,403,588	\$ 427,289	9.70%
Sale of Electric Energy - Residential	1,992,874	8,361,350	1,415,113	16.92%
Sale of Electricity - Commercial	1,532,450	5,746,032	1,130,242	19.67%
Cycle & Save	-29,635	-102,000	-19,630	19.25%
	\$ 4,257,395	\$ 18,408,970	\$ 2,953,014	16.04%

- **Expense Analysis**

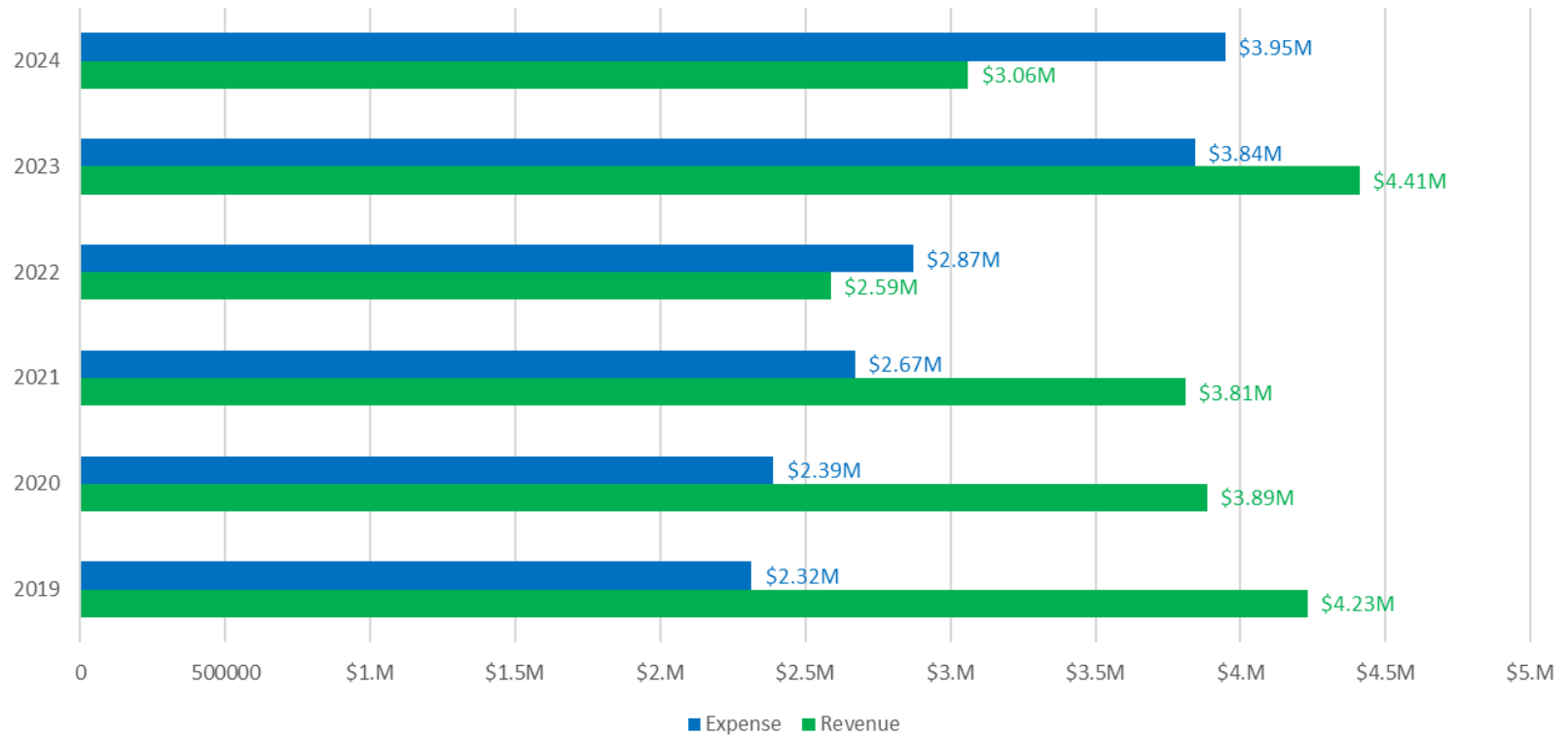
- *Expenses for the fund are \$3.9 and are below target at 20% of budget expended. This includes transfers of \$665k and debt service payments of \$41k.*

ELECTRIC FUND - OPERATING & CAPITAL CASH BALANCE

	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2022-2023	FY 2023-2024
7/31	\$ 3,074,620	\$ 5,429,626	\$ 5,546,798	\$ 7,036,648	\$ 6,569,894	\$ 6,520,886
8/31	\$ 3,531,450	\$ 5,025,518	\$ 5,726,721	\$ 6,956,775	\$ 6,481,238	\$ 6,107,233
9/30	\$ 3,528,504	\$ 4,967,485	\$ 5,843,182	\$ 7,115,831	\$ 6,770,380	\$ 5,740,108
10/31	\$ 3,745,667	\$ 5,036,687	\$ 6,021,191	\$ 7,111,597	\$ 6,942,189	
11/30	\$ 3,900,663	\$ 5,020,008	\$ 6,155,756	\$ 7,180,100	\$ 6,849,698	
12/31	\$ 3,888,745	\$ 5,048,156	\$ 5,933,580	\$ 6,941,450	\$ 6,353,566	
1/31	\$ 3,823,684	\$ 4,972,661	\$ 5,773,877	\$ 6,689,921	\$ 6,028,363	
2/28	\$ 4,073,328	\$ 5,084,727	\$ 6,032,556	\$ 6,607,527	\$ 6,238,914	
3/31	\$ 4,364,455	\$ 5,328,462	\$ 6,588,468	\$ 6,937,088	\$ 5,862,791	
4/30	\$ 4,483,132	\$ 5,337,317	\$ 6,807,848	\$ 6,984,982	\$ 6,300,609	
5/31	\$ 4,672,671	\$ 5,399,142	\$ 6,962,327	\$ 6,579,486	\$ 6,487,854	
6/30	\$ 4,690,508	\$ 5,640,171	\$ 6,944,125	\$ 6,712,977	\$ 6,931,539	

Yearly Comparison of Electric Fund Actual Expenses to Actual Revenues

Expense (Enc/Req included based on above controls) vs Revenue by Year





*Office of the City Manager
Amanda C. Jarratt*

October 18, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Bond Issuance Public Hearing

Background Information

As discussed at the September City Council meeting several capital projects for the City of Franklin and Franklin City Public Schools are in the planning stages including Phase 2 for the roof repairs, the demolition and reconstruction of the Armory, and the renovations of the City of Franklin Courthouse. The borrowing will be conducted in two phases to ensure that the only the necessary funds are borrowed. Meetings with the credit agencies are being scheduled for the first week in November.

Needed Action

Conduct the public hearing in order to receive public comment.

Franklin Fire and Rescue



100 South Main Street • Post Office Box 179 • Franklin, Virginia 23851
Office (757) 562-7113 • Fax (757) 562-8592 • Cell (757) 651-8228
Email: vfrancis@franklinva.com

Vernie W. Francis, III
Chief of Emergency Services

October 22, 2023

Mrs. Amanda C. Jarratt
City Manager
207 W. Second Ave
Franklin, VA 23851

Re: City Emergency Operations Plan Re-Adoption

As required by state code the City of Franklin's Emergency Operations Plan is due for re-adoption. The current plan is dated November 2019 and is required to be readopted every 4 years.

Each year the plan is reviewed and revised as necessary to ensure our plan meets all of the State and Federal requirements and has the appropriate emergency support functions, annexes, and appendices.

I have attached a resolution for City Council to approve that will readopt our plan for 4 more years.

Sincerely,

A handwritten signature in black ink, appearing to read 'Vernie W. Francis III', written over a horizontal line.

Vernie W. Francis III
Chief of Emergency Services
Franklin Fire & Rescue



THE FRANKLIN CITY COUNCIL ADOPTION OF THE EMERGENCY OPERATIONS
PLAN
RESOLUTION #2023-24

WHEREAS, the City Council of the City of Franklin, Virginia recognizes the need to prepare for, respond to and recover from natural and manmade disasters; and

WHEREAS, the City of Franklin has a responsibility to provide for the safety and well-being of its citizens and visitors; and

WHEREAS, the City of Franklin has established and appointed a Director and Coordinator of Emergency Management

NOW, THEREFORE, BE IT HEREBY PROCLAIMED, by the City Council of the City of Franklin, Virginia that this Emergency Operations Plan as revised October 2023, is officially adopted, and

IT IS FURTHER PROCLAIMED AND ORDERED that the Director of Emergency Management, or his/her designees, are tasked and authorized to maintain and revise as necessary this document over the next four (4) year period or until such time it be ordered to come before this City Council.

Signed this 23rd day of October 2023.

Robert "Bobby" Cutchins, Mayor

Clerk of Council



*Office of the City Manager
Amanda C. Jarratt*

October 16, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Commerce Park Area Land Sale

Background Information

In accordance with the direction provided by Franklin City Council City staff contacted the two parties interested in the property owned by the City located in the area of Commerce Park Road. They were instructed that the Council would divide the property in half for a price of \$20,000 each with a right of first refusal to be retained by the City for a period of five years.

Mr. Turner indicated he was ready to move forward at this time. Mr. Tyler indicated he needed additional time to consider this counter offer and consult with design professionals. City Council can choose to do nothing, move forward with Mr. Turner, or wait until Mr. Tyler is also ready to move forward.

Needed Action

Provide direction to staff.



*Office of the City Manager
Amanda C. Jarratt*

October 16, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Franklin Regional Airport Master Use and Support Agreement

Background Information

Each year in order to draw down the Virginia Department of Aviation funds allocated to the Franklin Regional Airport the Master Use and Support Agreement must be executed by the City Manager and City Attorney.

Needed Action

Adopt the attached resolution and authorize the City Manager and City Attorney to execute the Master Use and Support Agreement for the Franklin Regional Airport to draw down the available grant funds.



**Commonwealth of Virginia
Department of Aviation
5702 Gulfstream Road
Richmond, Virginia 23250-2422**

**Master Agreement on Terms and Conditions
for Accepting State Aviation Funding Resources**

Sponsor: City of Franklin
Airport: Franklin Regional Airport

This Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources (herein referred to as the "Master Agreement") contains the terms and conditions for accepting state aviation funding from the Commonwealth of Virginia (hereinafter referred to as the "Commonwealth") for capital, facilities and equipment, security, maintenance, and aviation promotion projects.

The Sponsor agrees and acknowledges that any request for funding under the Commonwealth Airport Fund and/or the Aviation Special Fund which is approved by the Virginia Aviation Board (hereinafter referred to as the "Board") and/or the Virginia Department of Aviation (hereinafter referred to as the "Department") shall be subject to the terms and conditions of this Master Agreement and those terms as are contained in such other instruments as may be required by the Board and/or the Department.

Part I - Definitions

For the purpose of this Master Agreement, the following definitions are used:

Airport: An Airport is an area of land or water that is used, or intended for public use, for the landing and takeoff of aircraft, and any appurtenant areas that are used, or intended for use, for airport buildings or other airport facilities or rights-of-way or easements, and together with all airport buildings and facilities located thereon.

Airport Layout Plan: An Airport Layout Plan is a scaled drawing of the existing and planned land and facilities supporting the development and operation of an airport.

Airport Real Property: Airport Real Property is property consisting of land, buildings, or other resources attached to or within the land or improvements or fixtures permanently attached to the land or a structure on an airport.

Airport Program Manual: The *Airport Program Manual* is the document, approved by the Board and issued by the Department that provides information on state aviation funding programs, Board policies, and administrative processes used by the Department to implement the policies, as it now exists or may hereafter be modified.

Allocation: An Allocation is the authorization to expend a specific amount of state funds for an eligible project approved by the Board and/or Department.

Contractor: A contractor is a private entity, including consultants and subcontractors, engaged by a Sponsor or Department to perform work.

Equipment: Equipment is all fixed assets other than Airport Real Property of an airport environs to include, but not limited to, maintenance equipment, navigational aid equipment, and security equipment.

FAA: FAA is the Federal Aviation Administration, an agency of the federal government.

Federally Funded Project: A Federally Funded Project is a project that is funded with monetary participation by one or more federal agencies, the Commonwealth, and the Sponsor.

Force Majeure Event(s): A Force Majeure Event(s) is an event of fire, flood, war, rebellion, riots, strikes, terrorism, or acts of God that may affect or prevent either party from timely or properly performing its obligation under the Master Agreement, Grant Agreement, or Allocation.

Grant Agreement: A Grant Agreement is the contract created upon the Sponsor's acceptance of the terms and conditions set forth in this document and the Department's Grant Offer, as evidenced by the Sponsor's execution of the Grant Offer.

Grant Amendment: A Grant Amendment is the written modification of the terms and conditions of a Grant Agreement, the acceptance of which is evidenced by the Sponsor's execution of the Grant Amendment.

Grant Obligation Term: The Grant Obligation Term is the time period specified in the Grant Agreement during which the terms, conditions, and assurances of the Grant Agreement, including this document, remain in effect. The Grant Obligation Term shall begin upon the date the final payment under the Grant Agreement is made by the Commonwealth.

Grant Offer: A Grant Offer is the terms and conditions upon which the Department is willing to provide funds to a Sponsor for an identified project, as specified in the Grant Agreement.

Grant Term: The Grant Term is the time period within which the Commonwealth will accept requests for reimbursement from the Sponsor pursuant to the Grant Agreement. The expiration date for such Grant Term will be specified in the Grant Agreement.

Operating Costs: Operating Costs are direct expenses associated with the operation of an airport, including but not limited to, recurring maintenance, utility expenses, and salary and wage expenses.

Reimbursement: A Reimbursement is the refunding of eligible costs incurred or expenses paid.

Scope of Work: A Scope of Work is a document that describes the tasks, schedule, deliverables, man hours, costs, and responsible parties for a project and is to be approved by the Sponsor, Department, FAA, Board, and/or applicable state or federal agencies as appropriate.

Sponsor: A Sponsor is an entity that is legally, financially, and otherwise able to assume and carry out the certifications, representations, warranties, assurances, covenants, and other obligations required in this document and in an executed Grant Agreement.

State-Funded Project: A State-Funded Project is a project that is funded with monetary participation by the Commonwealth and the Sponsor.

Usable Unit of Work: A Usable Unit of Work is a deliverable that allows the next phase of a project to begin or results in a facility or airport infrastructure that can be utilized for its intended purpose.

Part II - General Conditions

- A. The Sponsor agrees to comply with this Master Agreement, Grant Agreements, and Grant Amendments in accordance with all provisions of the *Code of Virginia*, *Virginia Administrative Code*, and *Airport Program Manual*, as approved by the Board and in force on the date of execution of each Grant Agreement.
- B. Consistent with the *Airport Program Manual*, the Sponsor shall annually certify to the Department that the Sponsor has adequate liability insurance or other means of financial responsibility to satisfy the minimum dollar amount required by the §5.1-88.7 *et seq.* of the *Code of Virginia* (1950), as amended.
- C. A Grant Offer, if not fully accepted, shall expire and cease to be effective upon the expiration date stated on each Grant Offer. In its sole discretion, the Department may extend the expiration date set forth in the Grant Offer.
- D. The maximum obligation of the Commonwealth shall be specified in the Grant Offer for each project.
- E. The expiration date of a Grant Term shall be specified in the Grant Offer for each project. No requests for reimbursement shall be accepted under the Grant Agreement after the expiration date and no further commitment for payment of monies under the Grant Agreement shall continue after the expiration date, whether or not the project described in the Grant Agreement is completed; provided, however, the Department in its sole discretion may extend the end date of the Grant Term for good cause shown in accordance with the *Airport Program Manual*.
- F. For Federally Funded Projects, at the time of execution of the state Grant Offer, the Sponsor shall have a written commitment by the federal funding agency(ies) for the federal funds identified in the state Grant Offer to provide financial support for the project described in said Grant Offer.
- G. For all projects, at the time of execution of a state Grant Offer, the Sponsor shall have a written commitment for local funds to support the project described in said Grant Offer. By executing the state Grant Offer, the Sponsor certifies that it has sufficient funds available to assure the operation and maintenance of the owned improvements and/or equipment funded under said Grant Offer, which the Sponsor will own or control.
- H. The Sponsor shall carry out and complete the project, identified in a Grant Agreement or Allocation award, in accordance with the approved Scope of Work to provide a Usable Unit of Work. The approved Scope of Work may be revised with prior written approval of the Department.
- I. The Sponsor shall operate and maintain the Airport, now existing or built in whole or in part as a result of all projects undertaken with state funds, as an airport open to the public for the duration of the Grant Obligation Term. The Grant Obligation Term included in any Grant Agreement begins upon final payment of the executed Grant Agreement. Sponsors of 14 CFR Part 139 Airports who receive state entitlement funds are obligated for 20 years from the last entitlement payment received.

- J. If the Airport closes or ceases to operate as an airport open to the public, the Sponsor shall repay to the Commonwealth the sum which is equal to the pro-rata share (computed monthly) of all state funding for Grant Agreements for which the Grant Obligation Term has not expired.
- K. The Sponsor is obligated to keep the Airport Layout Plan current, providing the Department, and as appropriate, FAA, with revisions of the appropriate Airport Layout Plan sheets.
- L. A Grant Agreement will be considered fully repaid to the Commonwealth at the expiration of the Grant Obligation Term, and the Sponsor shall have no further financial obligation to the Commonwealth under the Grant Agreement, with the exception of Grant Agreements for the purpose of land acquisition in either fee simple or easement, which are described in Part III - Special Conditions.
- M. All professional services, non-professional services, and goods associated with any funds allocated from the Commonwealth Airport Fund and/or the Aviation Special Fund shall be procured in accordance with the *Virginia Public Procurement Act* and/or the appropriate federal procurement regulations as specified in the FAA Grant Agreements and the *FAA Airport Improvement Program Handbook* in effect at the time such funds are allocated.
- N. The Sponsor shall maintain the Airport free and clear of obstructions to navigable airspace in accordance with the applicable standards of *Federal Aviation Regulation Part 77*, *FAA Advisory Circular 150/5300-13*, and *Virginia Administrative Code Section 24 VAC 5-20-140*, specifically that version applicable on the date of execution of each Grant Offer, for as long as the Airport remains an airport open to the public licensed by the Commonwealth.
- O. To the extent permitted by law, the Sponsor shall not release title to any Airport Real Property without first receiving written approval from the Department and, as appropriate, the FAA.
- P. Any equipment purchased under a State-Funded Project shall be used only for maintaining facilities on Airport property as identified on the approved Airport Layout Plan and for any non-federal navigational aid facilities owned by the Department.
- Q. During the applicable Grant Obligation Term, the Sponsor shall not sell, trade in, or donate equipment purchased as part of a State-Funded Project without the prior approval of the Department.
- R. All revenues generated by the Airport shall be expended by the Sponsor for improvements on the Airport, or for Airport land acquisition, or operating costs of the Airport.
- S. Sponsors of 14 CFR Part 139 Airports must maintain entitlement funds in an independent interest bearing account in order to be eligible to receive entitlement funds. The sponsor shall only deposit state entitlement funds into this account and provide documentation for this account that clearly reports the annual interest earned.
- T. The Sponsor shall at all times operate the Airport and its facilities which are necessary to serve the aeronautical users of the Airport in a safe and serviceable condition, with due regard to weather related conditions. For Airports with runway lighting systems, the Sponsor must keep the runway open 24 hours a day, 7 days a week, unless otherwise approved by the Department or unless temporarily affected by weather, mechanical conditions, or other emergency. The Sponsor must promptly issue a Notice(s) to Airmen (NOTAM) and notify the Department of any condition affecting the use of the

Airport. Airport terminal buildings must be kept open during the hours published in the most current edition of FAA's Chart Supplement.

- U. The Master Agreement, subsequent Allocations and Grant Agreements, and any associated Grant Amendments, may be terminated or amended by the Department upon the occurrence of any of the following:
1. The Sponsor may terminate the project at any time by notifying the Department 60 calendar days in advance in writing that it intends to terminate the project. If such a termination occurs, the Sponsor shall repay the Department the funds received, according to either the provisions of this Master Agreement or the Grant Agreement, as determined in the sole discretion of the Department.
 2. The Sponsor may terminate a Grant Agreement, Grant Amendment(s), or Allocation at any time under the laws of the Commonwealth of Virginia where the Department has written notice of any material breach of any Grant Agreement, Grant Amendment(s), or Allocation; and the Department has failed to cure such breach within 90 calendar days. However, nothing herein shall constitute a waiver of the Commonwealth's or the Department's sovereign immunity.
 3. Upon 60 calendar day written notice to the Sponsor, the Department may terminate, in whole or in part, any funding under a Grant Agreement, Grant Amendment(s), or Allocation any time (1) it is determined that the Sponsor has materially breached the Grant Agreement, Grant Amendment(s), or Allocation and has failed to cure said breach after 90 calendar days, or if the Department in its sole judgment determines that compliance within 90 calendar days is not reasonable, then within such time period as the Department may thereafter specify in writing, (2) the Sponsor becomes insolvent, or (3) the Sponsor fails to properly apply provided funds as intended under the Grant Agreement, Grant Amendment(s), or Allocation. The Department shall notify the Sponsor promptly in writing of such a determination and provide the effective date of the termination. The Sponsor may request reconsideration from the Department in writing within 30 calendar days of the date of the Department's notification. The Department shall not terminate funding until the request has been reconsidered but may withhold funds in the interim in the sole discretion of the Department. Following a request for reconsideration, the decision of the Department will be made within 60 calendar days and will be final. If the Grant Agreement, Grant Amendment(s), or Allocation is terminated by the Department, the Sponsor shall repay the Department thereafter all funds received for the project. Such repayment shall be made within 60 calendar days following written notification by the Department of the amount to be repaid.
 4. Upon 60 calendar day written notice to the Sponsor, the Department may at any time terminate, in whole or in part, the funding under a Grant Agreement, Grant Amendment(s), or Allocation (1) if the Department fails to secure the necessary budgetary appropriation or allocation to fulfill its obligations under the Grant Agreement, Grant Amendment(s), or Allocation or (2) statutory changes affecting the program under which the funds were allocated render funding the Grant Agreement, Grant Amendment(s), or Allocation impossible. The Department shall notify the Sponsor promptly in writing of any such determination and the effective date of such termination. Should the project be terminated by the Department as a result of lack of funds or statutory changes, the Department will exercise its best efforts to seek funds to be used to defray costs of shutting down the project, and the Sponsor is not required to repay those funds already paid to the Sponsor if such funds represent eligible project costs.

5. Reasonable delays, as determined by the Department, caused by any Force Majeure Event(s) during construction shall not be deemed a breach or default under a Grant Agreement, Grant Amendment(s), or Allocations. Upon the occasion of any Force Majeure Event(s) which makes it impossible for the project to be constructed and/or prevents the need for the project, the Department may at its sole discretion terminate the Grant Agreement, Grant Amendment(s), or Allocation. A Force Majeure Event(s) occurring during the period of the Grant Agreement, Grant Amendment(s), or Allocation may, in the sole discretion of the Department, result in a day-for-day extension(s) to any performance specified in the Grant Agreement, Grant Amendment(s), or Allocation.
 6. Reimbursements from the Sponsor may, in the sole discretion of the Department, require the payment of interest, using the prevailing statutory legal rate of interest established by the Virginia General Assembly, calculated from the date payment is made by the Department to the date of repayment by the Sponsor.
- V. Each year prior to the release of entitlement funds allocated pursuant to § 33.2-1526.6 of the Code of Virginia (1950), as amended, the Sponsor of an air carrier airport shall submit an Entitlement Utilization Plan that outlines the planned use of such funds for the upcoming fiscal year to the Board for review and approval. The Board shall approve such plan provided that the use of funds is in accordance with Board policies. The determination that the Entitlement Utilization Plan is in accordance with Board policies shall be made in the sole discretion of the Board. The Sponsor may modify its plan during a fiscal year by submitting a revised plan to the Board for review.

The Board shall have the right to withhold entitlement funds in the event that the Entitlement Utilization Plan is not approved by the Board. The Board shall also have the right to recoup entitlement funds in the event that the Sponsor uses the funds in a manner that is inconsistent with the approved plan.

- W. The Sponsor and its Contractors shall maintain all books, documents, papers, accounting records, and any other written or electronic evidence supporting their project activities and the costs incurred. Such information shall be made available for audit and inspection at the respective Sponsor's offices at all times during the Grant Agreement, Grant Amendment(s), or Allocation period and for a period of four years from the end of the state fiscal year (i.e., June 30) in which the final payment is made, except for records pertaining to terminal buildings and the acquisition of land and easements. Records for terminal buildings shall be kept for the useful life of the terminal building. Records for the acquisition of land and easements shall be kept indefinitely. Copies of any such information shall be furnished by the Sponsor to the Department upon request.
- X. The Sponsor, its agents, and its Contractors shall permit any authorized representatives of the Department to inspect and audit all records of the Sponsor and its Contractors related to the performance of the Master Agreement or any Grant Agreements, Grant Amendments, and Allocations. This shall include, but not be limited to, the following:
1. All Sponsors must follow the requirements of *Generally Accepted Government Audit Standards*.
 2. The Department reserves the right to require any Sponsor receiving federal and/or state funds, regardless of amount or funding category, to have an audit performed on any matter relating to a project funded by the Department through a Grant Agreement, Grant Amendment(s), or Allocation and to designate the scope of such audit.

3. If an independent Certified Public Accountant, other auditor, the Department, or any other party conducting an authorized audit finds the Sponsor not to be in compliance with any provision of the Master Agreement, Grant Agreement, Grant Amendment(s), Allocation, or any applicable federal or state law or regulation, the Sponsor must provide an approved corrective action plan to the Department within 60 calendar days of notification of the finding. The scope of any audit conducted must include those expenditures made by the Sponsor for the Grant Agreement, Grant Amendment(s), or Allocation, including consultants, subconsultants, and any other recipients of pass-through funds.
4. The Sponsor agrees that following the completion of any audit performed in accordance with the Master Agreement, it will refund to the Department within 60 calendar days any payments that are found by the Department to be unsupported by acceptable records or are found by the Department to be in violation of any other terms and conditions of the Master Agreement, Grant Agreement, Grant Amendment(s), Allocation, or the *Airport Program Manual*. Acceptable records are defined as original documents (such as timesheets, travel reimbursements, invoices, etc.) that were used to generate amounts on the reimbursement forms submitted to the Department or FAA. The Department also may require the Sponsor to furnish certified reports of all expenditures under any subcontracts.
5. All Sponsors of 14 CFR Part 139 Airports must notify the Department of the availability of audited financial statements including a third party audit for entitlement expenditures within 180 calendar days following the Sponsor's fiscal year end. The notification should be provided to the Director, Airport Services Division.

Part III - Special Conditions

A. Land and Easement Acquisition

All land acquired in either fee simple or easement as part of a Grant Agreement executed in conjunction with the Master Agreement shall continue to be dedicated exclusively, and in perpetuity, to aeronautical purposes. The Sponsor shall attach such covenants to the disposition of such land or easements as may be necessary to protect the Airport from encroachment from hazards to navigable airspace or land uses that may be incompatible with Airport operations. At such time as the land or easement originally acquired under a state grant is no longer required for aeronautical purposes; and upon official written release by the Department and, as appropriate, the FAA, the land or easement may be disposed of at fair market value. The proceeds of such disposition which are repayable to the Commonwealth shall be reimbursed at the same percentage by which the Commonwealth participated in the original acquisition.

B. Public-use Spaces and Areas

Except as stated herein, all spaces and areas constructed as part of a Grant Agreement, and designated as public-use and/or non-revenue producing, shall remain so designated for the Grant Obligation Term. Such public-use and/or non-revenue producing spaces shall be indicated on an approved structure floor plan, which shall be attached as an exhibit to the executed Grant Agreement.

If during the Grant Obligation Term the Sponsor changes the use of these areas designated public-use to proprietary-use (i.e., under the Sponsor's exclusive control) or from non-revenue producing to revenue producing, then the Sponsor shall repay to the Department a sum which is equal to the pro-rata share (computed monthly from the beginning of the Grant Obligation Term) of the space or area that is changed

as a percentage of the entire square footage based on the original construction costs and the remaining period of the Grant Obligation Term.

The designated public-use and/or non-revenue producing space and area, shown on the approved structure plan noted above, constructed by the Sponsor under a Grant Agreement executed in conjunction with this Master Agreement shall be open and accessible in accordance with Part II - General Conditions, Section T, as set out above.

C. Federal Reimbursement for a State-Funded Project

The Sponsor shall use good faith efforts to maximize federal funding opportunities for the project, including but not limited to, grants offered through FAA. In the event the Sponsor at any point obtains federal funding on the project, in full or in part, it shall, within 60 calendar days of receipt of any such reimbursement, remit to the Department the difference between the state's share of the eligible costs of the State-Funded Project and the state's share of the eligible costs of the Federally Funded Project. The Sponsor's failure to comply with this condition may, in the sole discretion of the Department, render the Sponsor ineligible for consideration for future discretionary grant funding with the Department.

D. Facilities and Equipment

1. The Sponsor shall pay all utility installation and recurring operating costs associated with a system owned and maintained by the Department, as described in the *Airport Program Manual*.
2. The Sponsor shall operate facilities and equipment, owned by either the Department or the Sponsor and installed under a state Grant Agreement, 24 hours a day, 7 days a week, unless otherwise approved by the Department in writing or unless temporarily affected by weather, mechanical conditions, or other emergency.
3. The Sponsor shall immediately notify the Department and issue a NOTAM to the appropriate FAA Flight Services Station or Operation Center about all inoperative equipment.
4. The Sponsor shall purchase and maintain insurance on all facilities and equipment placed in service under a Grant Agreement insuring against any loss and damage, and shall maintain public liability insurance, malicious mischief insurance, and insurance against such other hazards as may reasonably be required. The Department shall be notified in writing thirty (30) days prior to the cancellation of any such policy. The Sponsor shall not permit any condition to exist on the Airport which would wholly or partially invalidate the insurance thereon.

E. Private Ownership

The Sponsor of a privately-owned Airport shall execute and maintain a credit line deed of trust, as defined in § 55-58.2 of the *Code of Virginia* (1950), as amended, and in compliance with the *Airport Program Manual* to ensure sufficient collateral for the Commonwealth's investment in the Airport.

The Sponsor shall execute a new credit line deed of trust note for each Grant Agreement and Grant Amendment(s).

Part IV - Miscellaneous

- A. If any specifics of a project generate the need for terms and conditions not provided for in this Master Agreement, any additional terms and conditions will be stated in the Grant Agreement for the project. In the event of any conflict between a provision in this Master Agreement and any provision in a Grant Agreement, then the Grant Agreement shall govern, but only for the purposes of the projects controlled by the Grant Agreement.
- B. This Master Agreement is solely for the benefit of the Department and Sponsor. The Department and Sponsor do not intend by any provision of this Agreement to create any rights in any third party beneficiaries, nor to confer any benefit or enforceable rights under this Master Agreement or otherwise upon anyone other than the Department of the Sponsor.
- C. No Grant Agreement and/or Allocation may be transferred or assigned by the Sponsor without the prior written consent of the Department.
- D. This Master Agreement may be executed in multiple counterparts, all of which together shall constitute one and the same Master Agreement and which shall be deemed to be an original.
- E. The Department may, subject to approval by the Board, modify and amend the provisions of this Master Agreement, which terms and conditions will become effective upon the date set forth in the revised Master Agreement or amendment to the Master Agreement to be executed by the parties.
- F. This Master Agreement shall be construed and governed by the laws of the Commonwealth of Virginia without regard to conflict of law provisions. The parties hereto agree that any legal actions regarding the interpretation or enforcement of the Master Agreement, Grant Agreement(s), or Grant Amendment(s) entered into hereunder shall be heard in Virginia courts of competent jurisdiction in the City of Richmond, Virginia.
- G. Should a Virginia court of competent jurisdiction invalidate or hold unenforceable any provision of the Master Agreement, or any provision of any Grant Agreement(s) or Grant Amendment(s) entered into hereunder, or the application thereof in any particular circumstance, the remainder of the Master Agreement, Grant Agreement(s), or Grant Amendment(s) not dependent on the invalidated provision shall remain in full force and effect.
- H. The Sponsor warrants that the person signing this Master Agreement is authorized and empowered to sign this Master Agreement on its behalf, and to bind the Sponsor, to the terms of this Master Agreement.

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF AVIATION

DocuSigned by:
By, Gregory W. Campbell 6/26/2023
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Its, Director

Part V - Acceptance

The Sponsor's acceptance of this *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* shall be evidenced by execution of this instrument by, or on behalf of, the Sponsor, as hereinafter provided, and unless terminated or modified, this Master Agreement will apply to funds allocated from the Commonwealth Airport Fund and/or the Aviation Special Fund after the effective date of this Master Agreement. Such Master Agreement shall become effective upon the Sponsor's acceptance and shall remain in full force as provided herein.

The Sponsor hereby accepts and agrees to all the terms, conditions, and assurances contained in this *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources*.

City of Franklin

DocuSigned by:
By, Amanda Jarratt 6/26/2023
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Amanda Jarratt
City Manager, City of Franklin

Certification of Sponsor's Attorney

Acting as Attorney for the Sponsor, I do hereby certify that in my opinion the Sponsor is empowered to enter into the foregoing Master Agreement under the laws of the Commonwealth of Virginia. Further, I have examined the foregoing Master Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the Commonwealth of Virginia. Further, it is my opinion that the said Master Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

By, _____

Christopher M. Mackenzie
Sands Anderson



**RESOLUTION TO APPROVE
MASTER AGREEMENT ON TERMS AND CONDITIONS FOR ACCEPTING
STATE AVIATION FUNDING RESOURCES**

WHEREAS, in order for the City of Franklin, Virginia to receive funding under the Commonwealth Airport Fund and/or the Aviation Special Fund, which is administered and approved by the Virginia Aviation Board and/or the Virginia Department of Aviation (the “Department”), for the Franklin Regional Airport, the City must agree to be subject to the terms and conditions of that certain Master Agreement between the City and the Department, which is attached hereto for reference (the “Aviation Funding Agreement”); and

WHEREAS, the City Council (“City Council”) of the City of Franklin, Virginia (the “City”) has determined that approval of the Aviation Funding Agreement is in the best interests of the City and its citizens.

NOW, THEREFORE, BE IT RESOLVED, by the City Council as follows:

1. The execution, delivery and performance of the Aviation Funding Agreement and are hereby authorized, directed and approved. The City Manager is hereby authorized and directed to execute and deliver the Aviation Funding Agreement on behalf of the City, as well as any other instruments, certificates and documents, on behalf of the City, as are necessary or appropriate to effect the transactions contemplated by the Aviation Funding Agreement.
2. All other acts of the City Manager, which are in conformity with the purposes and intent of this resolution and the Aviation Funding Agreement, whether such acts occurred before or after the adoption of this resolution, are hereby ratified, adopted, approved and confirmed.
3. This resolution shall take effect immediately.



The Members of the Council voted as follows:

Ayes

Nays

Absent

Abstentions

Adopted this 23rd day of October, 2023.

A true copy, teste:

Mr. Robert "Bobby" Cutchins
Mayor of City of Franklin



*Office of the City Manager
Amanda C. Jarratt*

October 18, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

General Updates

- Staff continues to work on the various capital projects approved by City Council.
 - The staff committee for the Armory Project consists of Chad Edwards, Sammara Green, and Lin Darden. Carlee Gurskiy will also be involved. Camp Community College and other community partners will offer feedback throughout the design process. Staff has now participated in three webinars with HUD about our grant award. Kimley Horne has been hired to navigate the HUD Grant process as mentioned in the previous City Council meeting. Our preliminary HUD package has been submitted to HUD. RRMM has been procured as the project architect.
 - The staff committee for the courthouse renovation project will consist of Chief Steve Patterson, Chad Edwards, and Lin Darden. The judges, Clerk of Court, and Sherriff's Department in addition to other stakeholders will be consulted throughout the design process. The judges were not available on July 17th and I awaiting a date.
 - The staff committee met regarding Riverwalk Park.
 - The kayak design is underway. Survey is complete for the kayak launch additional area. We will incorporate this into the site plans.
 - Kayak launch design underway.
 - Flood study (no-rise study) underway. Not all bridge crossings requested from City are available. Awaiting completion of kayak launch to update.
 - At the moment we're currently awaiting the final site plan and kayak launch design before we can move forward with the Joint Permit Application for the VMRC and Corps permits. Once we have the final design in hand, we can prepare the required impacts mapping and update details relating to the VMRC component of the application. It should take us around 2 weeks to finalize the application after the plans are received.
- Staff continues to work with DHCD and Summit Engineering on the Laurel Street CDBG Grant. Client intake and income verifications have begun and contracts are about to be issued. There may be a funding shortage so the Management Team is investigating other sources of funds potentially including HOME Funds.
- Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention.
- Staff continues to work with Court Services and our other locality partners for both short and long term solutions to the juvenile detention situation. An RFP to procure an architect to design a potential expansion of Western Tidewater Regional Jail. Mosley Architects has been selected to assist the Western Tidewater Jail Board to conduct the necessary feasibility study.

- The Literary Loan process continues with Franklin City Public Schools. The contractor is working on the project and the first draw of funds is underway.
- City Council held a retreat on March 2nd. The following topics were discussed and will be worked on by staff:
 - Food Trucks
 - A draft of updated regulations is being drafted by staff for review by the Planning Commission and Franklin City Council.
 - Increased Code Enforcement
 - Staff is working on a demolition plan for the posted unsafe structures. We are putting a plan in place to prepare for high grass season. We are working with legal to draft updated ordinances for parking and vehicles.
 - Communication with Franklin City Public Schools
 - We held a joint meeting with Franklin City Public Schools on March 30th. Additional meetings are being scheduled to maintain communication.
 - Increased focus and investment in Public Safety
 - Additional positions are included in the FY 24 budget. The updated radio system project is moving to Phase 2.
 - Historic District
 - Staff is reviewing the ordinance that is in place and providing a list of the individuals that need to be appointed. Staff is waiting on appointments from Franklin City Council.
 - Youth
 - Working on updated youth programming and additional partnerships.
 - The College Drive park build was a success and is now open to the public. A variety of upcoming activities for youth are planned for the remainder of the summer.
 - Special Tax Districts
 - Under discussion and research ongoing.
 - Camp Community College Partnerships
 - Under discussion.
 - Improved Communication with the Public through various means
 - A review of the PEG Channel and necessary equipment purchases are underway. Staff is working to update City Clips. Staff is researching other best practices. An Instagram page has been created.

Upcoming Community Events

- October 28th - Cruise In Finale
- October 21st - Trick or Trot 5k Run
- October 26th - Downtown Franklin Boo Bash
- December 1st - Holiday Parade
- December 3rd - Elf Parade & Tree Lighting Ceremony



FY 2024-2025 Budget Calendar

<u><i>Dates Subject to Change</i></u>	Day	Action Item
<i>December 6, 2023</i>	Monday	<ul style="list-style-type: none"> • FY 2024-2025 Budget Requests Forms for Agencies Posted on City Webpage
<i>December 14, 2023</i>	Thursday	<ul style="list-style-type: none"> • Joint Budget Work Session #1 with School Board
<i>January 8, 2024</i>	Monday	<ul style="list-style-type: none"> • FY 2024-2025 Budget Requests Due from Agencies & Organizations
<i>January 12, 2024</i>	Friday	<ul style="list-style-type: none"> • FY 2024-2025 Proposed Department Budgets Requests Due to City Manager
<i>January 16-26, 2024</i>		<ul style="list-style-type: none"> • Management Budget Meetings with Department Directors
<i>January 22, 2024*</i>	Monday	<ul style="list-style-type: none"> • 6:00 P.M. Agencies & Organizations Budget Presentations
<i>March 11, 2024*</i>	Monday	<ul style="list-style-type: none"> • 6:00 P.M. Budget Work Session with City Council
<i>March 18, 2024</i>	Monday	<ul style="list-style-type: none"> • FY 2024-2025 School Board Budget Submitted to City Manager
<i>March 25, 2024*</i>	Monday	<ul style="list-style-type: none"> • 6:00 P.M. Budget Work Session with City Council (as necessary)
<i>March 28, 2024</i>	Thursday	<ul style="list-style-type: none"> • Joint Budget Work Session #2 with School Board
<i>April 10, 2024</i>	Wednesday	<ul style="list-style-type: none"> • Release Advertisement for Public Hearing
<i>April 22, 2024*</i>	Monday	<ul style="list-style-type: none"> • 6:00 P.M. – Tentative Budget Work Session (as necessary) • 7:00 P.M. – Public Hearing(s) on the FY 2024-2025 Proposed Budget & City Council Considers Action on School Board Budget
<i>May 13, 2024*</i>	Monday	<ul style="list-style-type: none"> • City Council Considers Action on FY 2024-2025 Budget, Sets Tax Rates and Adopt Budget Resolutions

*Denotes Regularly Scheduled City Council Meeting

DELINQUENT MEALS & LODGING TAX REPORT AS OF OCTOBER 12, 2023

FOR AUGUST 2023

(DUE SEPTEMBER 20, 2023)

MEALS TAX

BUSINESS NAME:	MONTH DELINQUENT:	TOTAL MONTHS
MAGNUM ENTERPRISES (SUBWAY)	AUGUST 2023	1

LODGING TAX

BUSINESS NAME:	MONTH DELINQUENT:	TOTAL MONTHS

ALL LODGING TAX RETURNS ARE CURRENT